

TM 11240-15/3F

U.S. MARINE CORPS TECHNICAL MANUAL

MOTOR VEHICLE LICENSING OFFICIAL'S

MANUAL



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DEPARTMENT OF THE NAVY
Headquarters, U.S. Marine Corps
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1. This Technical Manual (TM), authenticated for Marine Corps use and effective upon receipt, provides leaders with the tools to properly screen and instruct Marines to become licensed U. S. Government vehicle drivers. This manual supercedes TM 11240-15/3E dated 08 March 2007.
2. Safety should be stressed in all motor vehicle training and licensing programs. It is each leader's responsibility to use discretion and professional expertise to determine if an applicant is mature enough to operate government vehicle. Driving is a privilege and we cannot afford to lose Marines in avoidable mishaps.
3. This manual ensures the operator is qualified. Experience will be measured in miles driven under varying conditions, vice measured by days or months since obtaining a license. Every leader should stress to each applicant their responsibility for the safe operation of a government motor vehicle.
4. Submit notice of discrepancies or suggested changes on NAVMC 10772 to: Commander, Marine Corps Systems Command, Assistant Commander Acquisition Logistics, Building 3700, 814 Radford Blvd., STE 20320, Albany, GA 13704-1128 or from our website at: <http://pubs.ala.usmc.mil>. In addition, forward an information copy to the Commanding General, Training and Education Command (C469), Building 2008, Hawkins Ave., Quantico, VA 22134 and Motor Transport Training and Education Center of Excellence, Motor Transport Instruction Company, Marine Corps Detachment, Fort Leonard Wood, MO 65473.

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CHAPTER 1

GENERAL INFORMATION

1-1. PURPOSE. This manual provides instructions and procedures for licensing programs with Marine Corps units for the issuance or denial of U.S. Government Motor Vehicle Operator's Identification Card, Optional Form 346 (OF 346). This manual applies to the Marine Forces Reserve, civil service personnel and contractors working for the Marine Corps as well.

1-2. SCOPE. Concerned solely with procedures and techniques for training and testing operator's competence and the issuance of the OF 346 to successful applicants, for military personnel, government civilian and contracted employees.

1-3. RESPONSIBILITIES

a. Headquarters Marine Corps, Installation and Logistics (Code LPC-1). Establish policy relating to Motor Transport licensing.

b. Training Command. Establish Marine Corps-wide motor vehicle licensing training standards. Accordingly, Director, Motor Transport Training & Education Center of Excellence, Marine Corps Detachment, Fort Leonard Wood, Missouri will maintain the Motor Vehicle Licensing Official's Manual and a centralized curriculum data base for TECOM approved courses of instruction to be used by the operating forces and Marine Forces Reserve. Incidental driver standards will mirror formal school standards as much as possible. Training standards will include vehicle specific requirements.

c. Unit Commanders. Conduct new join orientation training in accordance with paragraph 4-1.b. of this manual before operators are permitted to operate independently. An experienced operator will accompany new joins until they have been approved by the command to operate independently. Units listed in Appendix C are authorized to conduct licensing programs following the guidance within this TM.

1-4. APPLICABILITY

a. General. For use by all Marine Corps licensing offices in accordance with the policies established by the current edition of MCO 11240.66_. When other regulations are more restrictive than this manual, they will be implemented.

b. Developmental Vehicles and New Equipment Training Teams. Applicable for licensing on newly procured/experimental tactical wheeled vehicles tested and/or certified by original manufacturer or the government and validated as meeting key minimum Federal Motor Vehicle Safety Standards (FMVSS) and certified safe for Marine Corps operation by Marine Corps Systems Command (MARCORSSYSCOM).

1-5. APPLICABLE DOCUMENTS. All documents listed in the following paragraphs are either related to or are actually used during the licensing process. These documents, available through normal Marine Corps channels, make up the minimum basic library required by all licensing offices.

- a. MCO P1200.17, Military Occupational Specialties Manual (MOS Manual). The document that presents the occupational system information that will enable the Marine Corps to carry out its assigned mission to organize, access, train, assign and manage the force.
- b. MCO 11240.66, Standard Licensing Policy for Operators of Military Motor Vehicles. The basic governing document of the Marine Corps licensing program. It establishes the policies under which licensing must proceed and makes this manual the basic document for test standards and procedures.
- c. MCO 5110.1, Motor Vehicle Traffic Supervision. Implements the applicable National Highway Traffic Safety Program Standards under the National Highway Safety Act of 1986. The primary purpose of this MCO is to govern the operation of motor vehicles on Marine Corps reservations and to set forth basic rules to be enforced by the military police.
- d. MCO 5100.19, Marine Corps Traffic Safety Program. Implements specific requirements regarding Driver Improvement Courses (DIC), Emergency Vehicle Operator Courses (EVOC), and tactical and government owned motorcycles and all-terrain vehicle (ATV) training.
- e. NAVMC 3500.39, Motor Transport Training and Readiness Manual (T&R Manual). The basic governing document establishing training requirements in order to specify the critical skills required by Functional Learning Centers (FLC), Distance Learning (D/L) and units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).
- f. NAVSEA SWO 20-AF-HBK-010, Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives and Hazardous Materials. Establishes in-transit and fire fighting procedures, Appendix C, and SF-91 for all Navy and Marine Corps military, civilian and contractor personnel holding positions as hazardous materials drivers.
- g. NAVSEA OP 5, VOLUME 1, AMMUNITION AND EXPLOSIVES ASHORE SAFETY REGULATIONS FOR HANDLING STORING, PRODUCTION, RENOVATION AND SHIPPING. Chapter 12 contains information concerning transportation of ammunition, explosives and related hazardous materials.

- h. NAVAIR 06-05-502, Aircraft Refueling Handbook. Chapter 12 contains information concerning transportation of ammunition, explosives and related hazardous material.
- i. Technical Manuals (TM). All technical manuals for specific equipment that require a license to operate will be used in conjunction with this manual.
- j. Federal Motor Carrier Safety Regulation. Establishes the basic federal requirements for operators of heavy cargo trucks, tractor-trailers and buses.
- k. Code of Federal Regulations. Chapter 930 and Appendix A of the Office of Personnel Management (OPM) Publication establishes policy and physical standards for civilian OF 346 applications.
- l. 49-CFR 391.41. Establishes physical qualifications and examinations for operators.
- m. DOD 4500.36 . Management, Acquisition and Use of Motor Vehicles. Establishes procedures for the management, acquisition and use of motor vehicles.
- n. OPNAVINST 5100.12. Emergency Vehicle Operator's Course (applicable only when operating aboard Navy installations).
- o. MCO P8020.10 . Provides policy for the implementation, guidance, and oversight of the Marine Corps Ammunition and Explosives Safety Program, and identifies specific command responsibilities as they apply to the program.
- p. MCO P8020.11 . Standards and criteria apply to U.S. military and civilian personnel, units and forces, and to the storage, handling and transportation of U.S. titled A&E on a worldwide basis. This also applies to the handling, storage and use of commercial and foreign A&E located on DON-owned or controlled property.
- q. MCO 8023.3 . Establishes a standard Personnel Qualification and Certification (QUAL/CERT) Program for Class V Ammunition and Explosives (A&E).
- q. MCO 4450.12 . Establishes uniform procedures for the receipt, storage, and handling of hazardous materials.
- r. NAVMED P-117. Chapter 15 contains explosive Motor Vehicle Operator and explosive Handler medical examinations and standards.
- s. Marine Corps Manual (MCM). Establishes Officer licensing regulations.
- t. State, Local and Other Regulations. Each licensing office must possess, or have ready access too, any regulation not listed above that directly affects the licensing procedures and operations pertinent to its geographic location.

1-6. ADMINISTRATIVE FILES AND RECORD. Accountability has precedent over uniformity for inspection purposes in the licensing arena. Timely, accurate record keeping is of paramount importance and there are any numbers of ways to accomplish this requirement. The licensing office will maintain the following records for four years.

a. Licensing Log. The log will contain, at a minimum, the following information: card number, issue date, expiration date and the applicant's name when an OF 346 is issued.

b. Operator's History File. An operator's history file will be established for all licensing transactions that the licensing office processes. Operator's History Files will contain such documentation as NAVMC 10964, student driver log, OF-345, copy of MARINET certificate (as required), written test, road test, skills test, NAVMC 10969, and Vehicle Record (VR) Check reports.

c. Local commanders are authorized to maintain any other documentation they deem appropriate.

CHAPTER 2

LICENSE PREREQUISITES

2-1. TYPES OF LICENSES. There are four types of licenses issued by the United States Marine Corps.

a. Learner's Permit. Must be in his/her possession during training on the type of vehicle for which the operator is qualifying. A qualified licensed operator will accompany the applicant at all times when he/she is operating a vehicle for which the applicant is being trained. A trip ticket will be issued to the licensed operator.

NOTE:

Effective immediately, Vehicles with rear seats and functional individual seat belts are authorized to carry additional students while performing road time training standards (i.e. M1165, M1151 and MRAP vehicles).

b. Standard License. Issued to all qualified government vehicle operators. Any restrictions are indicated on the license (ex: corrective lenses or hearing aid required).

NOTE:

Motor Vehicle Operator must possess a valid state drivers license with the exception of students attending the MOS producing school at Fort Leonard Wood, MO.

c. "Shop Use Only" License. Only Marine Corps Combat Service Support Schools, LOGCOM, and Motor Transport Instruction Company at Fort Leonard Wood will issue the initial Shop Use Only License for only 352X/LOGCOM DOD employees or contractors. Other commands are only authorized to issue renewals of this license. Use is restricted to short distance movement of equipment around a maintenance facility or for road test in a designated area to verify repair. Any designed road test areas outside the confines of a maintenance facility shall be established and authorized in writing by the unit's Commanding Officer. A copy of the Equipment Repair Order (ERO)/Work Order Number (WON) is not authorization to operate a vehicle beyond the designated test area and does not provide authority for vehicle to be dispatched. This license is issued to 352X only. For upgrade of license to standard license operator, Shop Use Only licenses will be recognized as a HMMWV Learners Permit for 6 months from the date of issue. If the requirements per Table 3-1 and Chapter 4 are not met within 6 months, the Learners Permit recognition will cease and the permit will be recognized as Shop Use Only.

NOTE:

*The shop use only license for the military motorcycle is for hard surface roads only and the OF 346 must be annotated "***Hard Surface Road Only", Figure A-10, Appendix A.*

d. Test Driver's License. Issued by MARCORSYSCOM to qualified and experienced vehicle operators for the purpose of vehicle development, test, evaluation, and official demonstration of new equipment.

2-2. TEST VEHICLES. MARCORSYSCOM will ensure that the minimum requirements for licensing Test Vehicle Operators are met.

a. Responsibility. MARCORSYSCOM is responsible for all testing required for newly fielded Marine Corps wheeled tactical vehicles.

b. Licensing Office. MARCORSYSCOM is designated as a licensing office with the Identifier Code listed in Appendix C. As such, MARCORSYSCOM is required to maintain those administrative files and records listed in paragraph 1-5. The Issuing Official and Qualifying Official for all Marine Corps Test Operator Licenses (wheeled vehicles only) will be assigned by MARCORSYSCOM.

2-3. LIMITATIONS. Licenses and permits are limited to the maximum capacity of the family of vehicles described.

2-4. OFFICER LICENSING. Per Marine Corps Manual and MCO 11240.66 authorization to operate government vehicles shall be stringently controlled by all Commanders. Officers will not be licensed to operate tactical motor vehicles. However, under combat conditions, an Officer may operate a tactical vehicle (e.g. a Chaplain may be required to operate a HMMWV while the driver is released to fire a weapon).

2-5 PREREQUISITES. Prerequisites are listed by type of vehicle in Table 2-1.

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE

VEHICLE TYPE/CAPACITY	REQUIREMENTS
I. Tactical Vehicles: A. To 5 ton capacity 1. HMMWV 2. Enhanced Capability Vehicle (ECV)	<ol style="list-style-type: none"> 1. Any MOS 2. Minimum height of 59 inches, Maximum height 75 inches 3. Valid state drivers license (Exceptions to this requirement are Marines attending MOS producing schools at Motor Transport Instruction Company, Fort Leonard Wood, Missouri and MCCSSS, Camp Johnson, North Carolina) 4. Completion of DIC (under age 26) or CMC approved Driver Safety Course 5. Completion of following: <ol style="list-style-type: none"> a. Specific vehicle knowledge test b. General knowledge test c. Skills test d. Road test 6. Medical screening per Chapter 3 7. Training per Chapter 3, Table 3-1.

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

VEHICLE TYPE/CAPACITY	REQUIREMENTS
I. Tactical Vehicles: B. 6 through 15 ton capacity	1. Any MOS 2. Minimum height of 59 inches, Maximum height 75 inches 3. Valid state drivers license (Exceptions to this requirement are Marines attending MOS producing schools at Motor Transport Instruction Company, Fort Leonard Wood, MO and MCCSSS, Camp Johnson, NC) 4. Valid OF 346 for tactical vehicles to 5 ton 5. Completion of DIC (under age 26) or CMC approved Driver Safety Course 6. Completion of following: a. Specific vehicle knowledge test b. Skills test (backup and PMCS only) c. Road test 7. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required 8. Training per Chapter 3, Table 3-2.
II. Special Purpose Vehicles A. Dumps: All tactical	1. Any MOS 2. Minimum height of 59 inches, Maximum height 75 inches 3. Valid state driver's license 4. Valid OF 346 for 5 ton/15 ton or higher 5. Completion of DIC (under age 26) or CMC approved Driver Safety Course 6. Completion of following: a. Specific vehicle knowledge test b. Skill test (backing and PMCS only) c. Road test 7. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required 8. Training per Chapter 3, Table 3-2
II. Special Purpose Vehicles B. ITV Family of Vehicles	1. Any MOS 2. Minimum height of 59 inches, Maximum height 75 inches 3. Valid state drivers license 4. Completion of DIC (under age 26) or CMC approved Driver Safety Course 5. Valid OF 346 for tactical vehicles to 5 ton 6. Completion of following: a. Specific vehicle knowledge test b. General knowledge test c. Skills test d. Road test 7. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 as applicable 8. Training per Chapter 3, Table 3-1.

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

VEHICLE TYPE/CAPACITY	REQUIREMENTS
II. Special Purpose Vehicles C. Logistics Vehicle Systems (LVS) (all variants) or LVSR 1. MK 48 Power Unit 2. MK 14 Trailer Unit 3. MK 16 Fifth Wheel Unit 4. MK 17 Cargo/Crane Unit 5. MK 18 Container Unit 6. Tandem Tow	1. MOS 35XX 2. Minimum height of 59 inches, Maximum height 75 inches 3. Valid state driver's license (Exceptions to this requirement are Marines attending MOS producing schools at Motor Transport Instruction Company, Fort Leonard Wood, MO) 4. Valid OF 346 for 5 ton/15 ton or higher 5. Completion of DIC (under age 26) or CMC approved Driver Safety Course 6. Completion of following: a. Specific vehicle knowledge test b. Skills test (backup and PMCS only) c. Road test 7. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required 8. Training per Chapter 3, Table 3-2
II. Special Purpose Vehicles D. Tactical Refuelers: All types	1. MOS 35XX/1391 2. Valid state driver's license 3. Valid OF 346 for 5 ton/15 ton or higher 4. Completion of DIC (under age 26) or CMC approved Driver Safety Course 5. 12 months experience (Exceptions to this requirement are Marines attending MOS producing schools at Motor Transport Instruction Company, Fort Leonard Wood, MO) 6. Completion of following: a. Specific vehicle knowledge test b. Skills test (backing and PMCS only) c. Road test d. Hazardous materials certification test 7. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required 8. Training per Chapter 3, Table 3-2
II. Special Purpose Equipment E. Motorcycles 1. MILMO	1. Any MOS 2. Valid state driver's license 3. Minimum height of 68 inches, Maximum height 75 inches 4. Completion of DIC (under age 26) or CMC approved Driver Safety Course 5. Complete approved MILMO Course 6. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required 7. Motorcycle Safety Foundation (MSF) card required

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

VEHICLE TYPE/CAPACITY	REQUIREMENTS
II. Special Purpose Vehicles F. Wreckers/Recovery Vehicles All tactical variants 1. MK 15/MKR 15 2. MK 36 3. M936	1. MOS 35XX 2. Minimum height of 59 inches, Maximum height 75 inches 3. Valid state driver's license 4. OF 346 for 5 ton/15 ton license 5. Completion of DIC (under age 26) or CMC approved Driver Safety Course 6. 6 months experience (Exceptions to this requirement are Marines attending MOS producing schools at Motor Transport Instruction Company, Fort Leonard Wood, MO) 7. Completion of following: a. Specific vehicle knowledge test b. Skills test c. Road test d. Hazardous material certification tests 8. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required 9. Training per Chapter 3, Table 3-2
II. Special Purpose Vehicles G. Emergency Vehicles (Tactical, to include A/S32P-19) 1. Crash vehicles 2. Rescue vehicles 3. Ambulances Note: Operators must attend Emergency Vehicle Operators Course (for vehicles equipped with code lights and sirens)	1. Any MOS 2. Valid state driver's license 3. Minimum height of 59 inches, Maximum height 75 inches 4. Completion of DIC (under age 26) or 8 hours Driver Safety Course 5. Completion of the following: a. Specific vehicle knowledge test b. Specific skills test c. Road test 6. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required (excluding M1035 /M997) 7. Training per Chapter 3, Table 3-2
II. Special Purpose Vehicles H. Family of Mine Resistant Ambush Protected (MRAP) Vehicles 1. Cat I/II	1. Any MOS 2. Minimum height of 59 inches, Maximum height 75 inches 3. Valid state driver's license 4. Valid OF 346 for Armored HMMWVs 5. Completion of DIC (under age 26) or CMC approved Driver Safety Course 6. Completion of following: a. Specific vehicle knowledge test b. Skill test (backing and PMCS only) c. Road test 7. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 8. Training per Chapter 3, Table 3-2

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

<p>II. Special Purpose Vehicles</p> <p>I. HIMARS:</p> <ol style="list-style-type: none"> 1. MK37 2. MK38 3. M1140 	<ol style="list-style-type: none"> 1. Any MOS 2. Minimum height of 59 inches, Maximum height 75 inches 3. Valid State Operators License 4. Valid OF 346 for 5 ton/15 ton or higher 5. Completion of DIC (under age 26) or 8 hours Driver Safety Course 6. Completion of following: <ol style="list-style-type: none"> a. Specific vehicle knowledge test b. Skill test (backing and PMCS only) c. Road test 7. Endorsement for Explosives and Hazardous Material (Ammo) 8. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 9. Training per Chapter 3, Table 3-2
<p>II. Special Purpose Equipment</p> <p>J. Trailers:</p> <ol style="list-style-type: none"> 1. Howitzers 2. Engineer Equipment Trailer (EET) 3. Trailer/RACK/SERC 4. Trailer (Set Van) 	<ol style="list-style-type: none"> 1. Any MOS 2. Valid state driver's license 3. Valid OF 346 for 5 ton/15 ton or higher 4. Completion of DIC (under age 26) or CMC approved Driver Safety Course 5. Completion of following: <ol style="list-style-type: none"> a. Specific Vehicle knowledge test b. Skills test (backing and PMCS only) c. Road test 6. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required 7. Training per Chapter 3, Table 3-2
<p>II. Special Purpose Vehicles</p> <p>K. Tractor-trailers:</p> <ol style="list-style-type: none"> 1. M870 Trailer 2. M1000 Trailers 3. MCC20 Military Container Chassis Trailer 4. Z-Backscatter Military Trailer (M1095) 	<ol style="list-style-type: none"> 1. MOS 35XX 2. Completion of DIC (under age 26) or CMC approved Driver Safety Course 3. Valid state driver's license 4. OF 346 for 5 ton/15 ton license 5. Completion of following: <ol style="list-style-type: none"> a. Specific vehicle knowledge test b. Skills test (backup and PMCS only) c. Road test 6. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required 7. Training per Chapter 3, Table 3-2

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

<p>II. Special Purpose Vehicles L. Shop Use License</p>	<ol style="list-style-type: none"> 1. MOS 352X, LOGCOM DOD Employees, and contractors 2. Valid state driver's license (for civilian employees require state license equivalent for weight and class as vehicle) 3. Vehicle Specific (HMMWV, MTVR, LVS, M800, M900 series wrecker and MILMO) 3. Upgrade license will follow requirements for vehicles listed above 4. Completion of the following: <ol style="list-style-type: none"> a. Specific vehicle knowledge test b. Specific skills test 5. Training per Chapter 3, Table 3-2 6. Only MCCSSS, LOGCOM, and FLW can issue an initial shop use license. 7. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 as applicable
<p>II. Special Purpose Licenses M. Hazardous Materials/Ammunition All vehicle types</p>	<ol style="list-style-type: none"> 1. Any MOS 2. Valid OF 346 3. Valid state operator's license 4. Age requirement (18 on-base, 21 off-base) 5. Completion of explosive 12-hour operator course or hazardous material courses 6. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 required
<p>III. Test/Prototype Vehicles/Capabilities A. Tactical</p>	<ol style="list-style-type: none"> 1. Assigned to or working for MARCORSYSCOM, MCWL, JNLWD 2. Valid state driver's license (civilian employees require state license equivalent for weight and class as test vehicle) 3. Valid OF 346 for vehicle capacity 4. Completion of following: <ol style="list-style-type: none"> a. Specific vehicle knowledge test b. Skill training c. Documentation to drive similar class vehicles 5. Medical screening per Chapter 3, NAVMC 10969 and NAVMC 10970 as applicable

CHAPTER 3

APPLICATION, INITIAL SCREENING, AND TRAINING REQUIREMENTS

3-1. GENERAL. The NAVMC 10964, Application for Government Vehicle Operator's Permit, is the official document to initiate licensing action. In conjunction with the initial interview with the applicant, this process establishes the prerequisites for granting of the OF 346.

3-2. VISION AND HEARING SCREENING STANDARDS. The following minimum standards are applicable only to military applicants. See Chapter 5 for standards that apply to civilian applicants.

a. Screening. All applicants will be required to have recently passed vision and hearing tests given by qualified medical or designated personnel prior to issuing an operator's training permit. A current medical physical contained in the applicant's medical record will meet this requirement if all required information is present. The OF 345, in conjunction with the applicant's medical record, will be used to determine if further vision and hearing testing is required.

b. Vision. U.S. Military Medical Facilities/Hospitals through out the world have all of the tests listed below available. Applicants must obtain documentation annotating the passing of all tests: Acuity, Color Vision, Field of Vision and Depth Perception. This documentation will be provided to the Licensing Office prior to the issuance of a Learner's Permit and/or any other type of licensing action. However, if the processing Licensing Office does not have access to a Naval hospital or have the equipment available, the Issuing Office should purchase the materials listed within each section, via their supply system. Appendix E contains all pertinent information.

(1) Acuity. This test measures the applicant's ability to see details at a distance. Normal vision is shown as "20/20." The minimum standard for a standard driving license is acuity (with or without glasses) of 20/20 with both eyes; or with at least 20/30 in one eye and at least 20/40 in the other. Applicants who require corrective lenses to meet the minimum standard may be issued a standard license with a "corrective lenses required" restriction. This test can be administered with the use of the OPTEC 2300 Armed Forces Vision Tester (AFVT).

(2) Color Vision. The applicant must be able to distinguish red, green, and yellow colors (stoplight colors). Color vision may be tested with the use of an Ishihara Color Blindness Tests (14 Plate). The passing score is 10/14 correct.

(3) Field of Vision. This test measures peripheral vision, the ability to see things "out of the corner of your eye." The minimum acceptable standard is a lateral range in each eye of 75 degrees from center. This test is also testable on the AFVT.

(4) Depth of Perception. This test determines how well an applicant can use binocular vision to judge distances. The AFVT may also be used to test Depth Perception. In order to pass the AFVT the applicant must correctly identify all presentations within Group B.

c. Hearing. Normal hearing is shown as percent frequency loss. The minimum acceptable standard is hearing with negligible high frequency loss. If a hearing aid is required to meet the minimum standard, the applicant may be issued a standard permit with a “Hearing Aid Required” restriction.

3-3. ISSUANCE OF A NEW LICENSE

NOTE:

Instructor and Key Personnel Training (IKPT) and New Equipment Training (NET) personnel who have successfully completed an original equipment manufacture’s (OEM) documented training certification, authorizes all licensing offices listed in Appendix C to license an applicant on applicable motor transport equipment.

a. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator’s Permit, Figure A-1, Appendix A. The applicant’s commanding officer or designated Official/Supervisor signs and dates item 17. If the applicant is a civilian, item 17 is to be signed and dated by his/her responsible superior.

b. Vehicle Records (VR) Check. Complete Vehicle Record Checks per Appendix B of this manual.

c. OF 345. Complete OF 345, Physical Fitness Inquiry for Motor Vehicle Operators, Figure A-2, Appendix A.

d. Learner's Permit. Licensing office issues the applicant a Learner's Permit, Figure A-10, Appendix A to complete required road time.

e. Training.

1). Complete Incidental Motor Vehicle Operator (IMVO) via Distance Learning Course via MarineNet or with classroom instruction using the prescribed lesson plans for IMVOC from the Motor Transport Training Education Centers of Excellence (MTTECOE), Marine Corps Detachment, Ft Leonard Wood, MO.

2). Unit will provide the applicant with training on specifics and driving skills for vehicle on which applicant is being licensed. Training will meet the minimum requirements as prescribed by the Director of MTTECOE.

f. Road Time. To obtain an initial license on a vehicle, the minimum road training mileage, must be accomplished as listed in Table 3-1, Training Mileage Requirement.

Figure A-14, Appendix A, Sample Student Drivers Log. This form or a locally produced Student Drivers Log will be used to record this mileage.

Table 3-1. Training Mileage Requirement

REQUIRED MILES	ROAD TRAINING	IMVOL TASKs TABLE F-1
70	DAYLIGHT/ON BASE/ON ROAD	01.02/01.04
5	OPERATE WITH TOWED LOAD	01.07
75	DAYLIGHT/OFF BASE/ON ROAD	01.02
35	DAYLIGHT/ON BASE/OFF ROAD	01.03
55	DARK/ON BASE/ON ROAD	01.02/01.05
10	BLACK OUT/NVG/ON BASE/OFF ROAD	05.06
1	FLAT TOW VEHICLE/ON ROAD/ ON BASE	01.13
251	TOTAL REQUIRED MILES	

NOTES:

(1) The military motorcycle (MILMO) 2-week course meets the mileage requirement for new operators of the M1030M1, 650 cc motorcycle. Off road driving time for operators of the motorcycle is determined by availability of training sites. Off base driving is exempt for the MILMO mileage

(2) 50 miles may be substituted from table 3-1 by use of vehicle simulator mileage.

g. Testing. Give the applicant the required tests as stated in Table 2-1.

h. Issuance of License. The licensing office issues OF 346. The License will expire after 4 years. The license will also be stamped “Void when released from Active Duty”. An operator will have only one OF 346 issued for motor transport equipment that lists all vehicle qualifications. The only exception to this requirement is the explosive (Ammo) endorsement. The Ammo endorsement page will be issued on a separate page 2 of the OF 346. Appendix A has sample licenses that can be used as a guide.

NOTE:

Motor Transport Instruction Company, Fort Leonard Wood, MO will issue the initial LVS, LVSR, refueler and wrecker license.

3-4. UPGRADING A VALID/EXISTING LICENSE

a. Upgrade. To obtain an upgraded license on a vehicle, the operator must complete at a minimum, 125 miles in the vehicle platform being upgraded to per Table 3-2, License Upgrade Mileage Requirement in order for the operator to be licensed for that specific platform. Figure A-13, Appendix A, Sample Drivers Log. This form or a locally produced Drivers Log will be used to record this mileage.

b. OF 346. Applicant submits current OF 346.

c. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator's Permit, Figure A-1, Appendix A. The applicant's commanding officer or designated Official/Supervisor signs and dates item 17. If the applicant is a civilian, item 17 is to be signed and dated by his/her responsible superior.

d. Vehicle Records (VR) Check. Complete Vehicle Record Checks per Appendix B of this manual.

e. OF 345. Complete OF 345, Physical Fitness Inquiry for Motor Vehicle Operators, Figure A-2, Appendix A.

f. Special Purpose Vehicle. If the upgrade is for a Special Purpose Vehicle, ensure that the NAVMC 10969, Physical Examination for Motor Vehicle Operators, Figure A-3, Appendix A, and NAVMC 10970, Medical Examiner's Certificate for Drivers, Figure A-15, Appendix A has been completed and signed by a medical officer/Independent Duty Corpsman.

g. Learner's Permit. Issue a Learner's Permit if road time is required.

h. Training. Unit will provide the applicant with training on specifics and driving skills for vehicle on which applicant is being licensed. Training will meet the minimum requirements as prescribed by the Commanding Officer, Motor Transport Instruction Company, Marine Corps Detachment, Ft Leonard Wood, MO.

i. Road Time. To obtain an upgraded license the minimum road training mileage listed in Table 3-2 must be accomplished in the vehicle to be licensed on.

Table 3-2. License Upgrade Mileage Requirement

REQUIRED MILES	ROAD TRAINING TASKS
35	DAYLIGHT/ON BASE/ON ROAD
35	DAYLIGHT/OFF BASE/ON ROAD
20	DAYLIGHT/ON BASE/OFF ROAD
30	DARK/ON BASE/ON ROAD
5	BLACK OUT/ON BASE/OFF ROAD
125	TOTAL REQUIRED MILES

NOTE:

(1) 25 miles maybe substituted from table 3-2 by use of vehicle simulator mileage.

- j. Testing. Give the applicant the required tests as stated in Tables 2-1.
- k. OF 346. Annotate the OF 346 with the new qualification(s).

3-5. LICENSE RENEWALS

a. Applicable. All military operator's active, reserve and Individual Ready Reserve (IRR). The following procedures will be used for all OF 346 renewals.

b. Military Occupational Specialty (MOS) 35XX.

1). License Expired Less Than 2 Years. Pass Road/Skills test and Written exam for each type of equipment on expired OF 346/MCTFS license page. Full license renewed, if operator fails any test, the licensing official will issue a license for equipment passed and complete additional upgrades per paragraph 3-4 of this manual.

2). License Expired Over 2 Years. The applicant must receive a new license per paragraph 3-3 of this manual.

c. Non 35XX Marines.

1). License Expired Less Than 1 Year. Pass Road/Skills test and Written exam for each type of equipment on expired OF 346/MCTFS license page. Full license renewed, if operator fails any test, the licensing official will issue a license for equipment passed and complete additional upgrades per paragraph 3-4 of this manual.

2). License Expired Over 1 Year. The applicant must receive a new license per paragraph 3-3 of this manual.

d. License Renewal Procedures.

1). Credentials. Applicants must present their current OF 346 or an extract from the Marine Corps Total Force System (MCTFS) showing his/her current qualifications or a copy of the initial NAVMC 10964 form.

2). NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator's Permit, Figure A-1, Appendix A. The applicant's commanding officer or designated Official/Supervisor signs and dates item 17. If the applicant is a civilian, item 17 is to be signed and dated by his/her responsible superior.

3). Vehicle Records (VR) Check. Complete Vehicle Record Checks per Appendix B of this manual.

4). OF 345. Complete OF 345, Physical Fitness Inquiry for Motor Vehicle Operators, Figure A-2, Appendix A.

5). Special Purpose Vehicle. If the license renewal has Special Purpose Vehicles annotated on the OF 346, ensure that the NAVMC 10969, Physical Examination for Motor Vehicle Operators, Figure A-3, Appendix A, and NAVMC 10970, Medical Examiner's Certificate for Drivers, Figure A-15, Appendix A is valid. If the NAVMC 10970, Medical Examiner's Certificate for Drivers has expired, the operator must complete a new NAVMC 10969, Physical Examination for Motor Vehicle Operators prior to issuance of a new OF 346.

6). Issuance of License. Licensing office issues OF 346, Figure A-4, Appendix A.

3-6. ISSUANCE OF DUPLICATE LICENSE

a. Documentation. Applicant submits extract from MCTFS showing current vehicles he/she is qualified to operate or a copy of the NAVMC 10964 form, with original card number and signatures documenting current vehicles he/she is qualified to operate.

b. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator's Permit, Figure A-1, Appendix A. The applicant's commanding officer or designated Official/Supervisor signs and dates item 17. If the applicant is a civilian, item 17 is to be signed and dated by his/her responsible superior.

c. Issuance of License. The Licensing Office will issue a new OF 346, Figure A-6, Appendix A, for all verified vehicle qualifications, using the original card number.

3-7. HAZARDOUS MATERIAL LICENSE

a. OF 346. Applicant submits current OF 346.

b. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator's Permit, Figure A-1, Appendix A. The applicant's commanding officer or designated Official/Supervisor signs and dates item 17. If the applicant is a civilian, item 17 is to be signed and dated by his/her responsible superior.

c. NAVMC 10969. Physical Examination for Motor Vehicle Operators, Figure A-3, Appendix A, and NAVMC 10970, Medical Examiner's Certificate for Drivers, Figure A-15, Appendix A has been completed and signed by a medical officer/Independent Duty Corpsman.

d. Training. The Base Installation will provide the applicant with training on specifics on hazardous material and explosive handling. The applicant must complete the required operator's course for the initial training and refresher course every 2 years for recertification, refer to page 1-2 section 1-5 for references. After completion of training, the applicant will bring the certificate to the unit licensing office to be maintained in the operator's history folder.

e. OF 346. Annotate the Endorsement page of the OF 346 with the new qualification(s), Figures A-7 and A-8, Appendix A.

3-8 AMMUNITION AND EXPLOSIVE LICENSE

a. OF 346. Applicant submits current OF 346.

b. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator's Permit, Figure A-1, Appendix A. The applicant's commanding officer or designated Official/Supervisor signs and dates item 17. If the applicant is a civilian, item 17 is to be signed and dated by his/her responsible superior.

c. NAVMC 10969. Physical Examination for Motor Vehicle Operators, Figure A-3, Appendix A, and NAVMC 10970, Medical Examiner's Certificate for Drivers, Figure A-15, Appendix A has been completed and signed by a medical officer/Independent Duty Corpsman

d. Training. The Base Installation will provide the applicant with training on specifics on ammunitions and explosive handling. The applicant must complete the 12-hour operator's course for the initial training and refresher course every 2 years for recertification, refer to page 1-2 section 1-5 for references. After completion of training, the applicant will bring the certificate to the unit licensing office to be maintained in the operator's history folder.

d. OF 346. Annotate the Endorsement page of the OF 346 with the new qualification(s), Figures A-8, Appendix A.

NOTE:

Due to the 2-year recertification requirement for hazardous materials and ammunition/explosive licenses, the endorsement page of the OF 346 must contain an entry with the type of endorsement with an expiration date 2 years from the date issue (ddmmmyy).

CHAPTER 4

TESTING

4-1. GENERAL. Applicants who are physically qualified and have submitted the required application forms must undergo written and performance testing to meet the qualifications for issuance of an OF 346. Where practicable, written tests will be administered first, followed by skills testing and finally the road test. Director, MTTECOE, Marine Corps Detachment, Fort Leonard Wood, Missouri, is the proponent for all tests, except the A/S32P-19, hazardous materials, ammunition and explosive. The local Base Installation will conduct all training/testing for hazardous material and explosive handling. The Commanding Officer, Marine Corps Detachment, Goodfellow Air Force Base, is the proponent for all testing material related to the A/S32P-19. Each command identified in Appendix C, will use the curriculum developed by: Director, MTTECOE, Marine Corps Detachment, Fort Leonard Wood, MO and approved by CG Training Command to train all motor vehicle operators. These motor vehicle operators' courses provide the basic minimum requirements. Commands can add to these course requirements to meet specific requirements for their geographical area. Paragraph E-3, Appendix E, provides guidance on requesting testing materials.

a. Road Time. To obtain an initial license the minimum road training mileage listed in Table 3-1 must be accomplished in the vehicle to be licensed on.

b. Newly Joined Motor Vehicle Operators. All newly joined motor vehicle operators, and operators receiving licenses while deployed will undergo sustainment training that will have, as a minimum, the following requirements.

(1) Brief on local driving rules, hazards, and regulations.

(2) Vehicle operators that have been assigned duties that did not require operation of tactical motor vehicle (i.e. special duty assignment, B billets, etc.) must pass the skills and driving test as outlined in paragraph 4-4. In addition, first term Marines returning from overseas assignment are required to pass the driving test.

(3) 125 miles of Validation/Recertification training mileage driving largest vehicle type for which the operator holds a license, requirements listed in Table 4-1.

Table 4-1. Validation/Recertification/Sustainment Training Mileage Requirement

REQUIRED MILES	ROAD TRAINING TASK
30	DAYLIGHT/ON BASE/ON ROAD
5	OPERATE WITH TOWED LOAD
35	DAYLIGHT/OFF BASE/ON ROAD
20	DAYLIGHT/ON BASE/OFF ROAD
30	DARK/ON BASE/ON ROAD
5	BLACK OUT/ON BASE/OFF ROAD

125	TOTAL REQUIRED MILES
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Notes:

(1) 25 miles maybe substituted from table 4-1 by use of vehicle simulator mileage.

(2) Licensing authorities should refer to the drivers log as a validation tool for required validation/recertification training.

(4) During validation/recertification training, the vehicle operator will be accompanied by a qualified, experienced operator, familiar with the operating area and local rules and regulations.

(5) Transportation of troops or cargo while conducting sustainment training will be dictated by local Standard Operating Procedures.

4-2. WRITTEN TEST. These tests are divided into three categories:

- a. General Driver's Knowledge Tests.
- b. Specific Vehicle Knowledge Tests.
- c. Hazardous Material, Ammunition and Explosive Tests.

4-3. PROCEDURES FOR WRITTEN TEST ADMINISTRATION. The licensing office will control testing material and will determine who administers the test. The following procedures will be adhered to when administering written driver's tests:

a. Testing Groups of Applicants. When testing two or more applicants at one time, ensure that the applicants cannot copy answers from one another. Using different tests with equal difficulty is the preferred method of testing. Explain that the different tests are precisely equal in difficulty.

b. Retesting Failed Applicants. Retesting will be accomplished after remedial training has been completed. If the applicant fails any written test twice, the applicant will have his/her driving potential reevaluated by his/her command. 80 % is the highest score that can be achieved on a retest. Remediation procedures will be established in local MSC SOP.

c. Open Book Testing. There will be no open book tests administered to any applicant.

d. Scoring the Tests. 80 % is the minimum for mastery of all tests.

e. Recording Action. Test results will be recorded on the NAVMC 10964, Figure A-1, Appendix A. Completed, original tests will be maintained in the Operator's History File. Do not allow any applicant to take copies of any test when leaving the licensing office.

4-4. PROCEDURES FOR SKILLS TESTING. Applicants who have successfully passed the written test are eligible to take the skill tests. All students must have completed all required road time before being administered the skills test. The purpose of these tests is to give the Licensing Examiner/Licensing NCO an opportunity to accurately judge the applicant's ability to operate and maintain the vehicle. The Licensing Examiner/Licensing NCO must be fully qualified to operate the equipment the applicant is being tested on and has the responsibility to stop a skills test in the interest of safety if necessary. A test terminated due to safety will constitute a failure of that test. Annotate all scoring utilizing the NAVMC 10965, Skill and Road Test Score Sheet, Figure A-11, located in Appendix A "ONLY" for all skills testing. An applicant must pass each Skills Test to be licensed for a vehicle for which the applicant is being tested. The applicant will be given three opportunities to master the skills test. Upon failure of the 3rd attempt to master a skill, the applicant will require remedial training and retest per local standard operating procedures. For the 7.1-ton cargo vehicle (MTVR), skills' testing is defined as passing the skills test on any of the following vehicles: MK23/MK25/MK27/MK28.

NOTE:

Instructor and Key Personnel Training (IKPT) and New Equipment Training (NET) personnel who have successfully completed an original equipment manufacture's (OEM) documented training certification are authorized to train issuing officials listed in Appendix C on new equipment. This training will authorize those issuing officials to license other personnel.

a. Test No. 1: Driving on a Straight Line, 100 Feet. Pavement markings should be as shown by the heavy lines in Figure 4-1. Instruct the applicant to position vehicle with left front wheel on the end of the painted line (position 1). Then drive down the line keeping the left front wheel on the line, changing gears (if applicable) once without clashing gears, and stopping smoothly when the left rear wheel reaches the end of the line (position 2). Next, line up the left rear wheel on the line and using mirrors, back up, keeping the left rear wheel on the line for the entire distance and stopping when the left front wheel reaches the end of the line (position 1). Deduct points for unsatisfactory performance as shown on the score sheet.

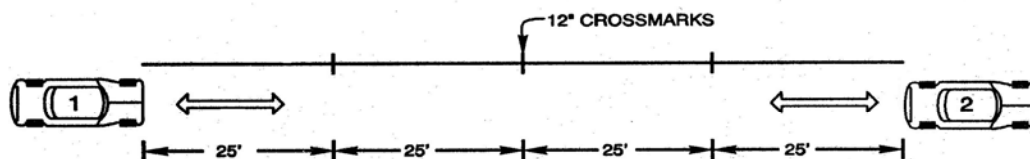


Figure 4-1. Skill Test No. 1

b. Test No. 2 Gauging Space when Steering in Close Limits. Pavement markings should be as shown in Figure 4-2. The beginning and ending limit lines should be clearly marked on the pavement, but stanchions should be used to mark the course itself since dimension (A) varies between 10 and 16 feet, depending on the size and type of vehicle driven. Testing and scoring procedures are set forth below.

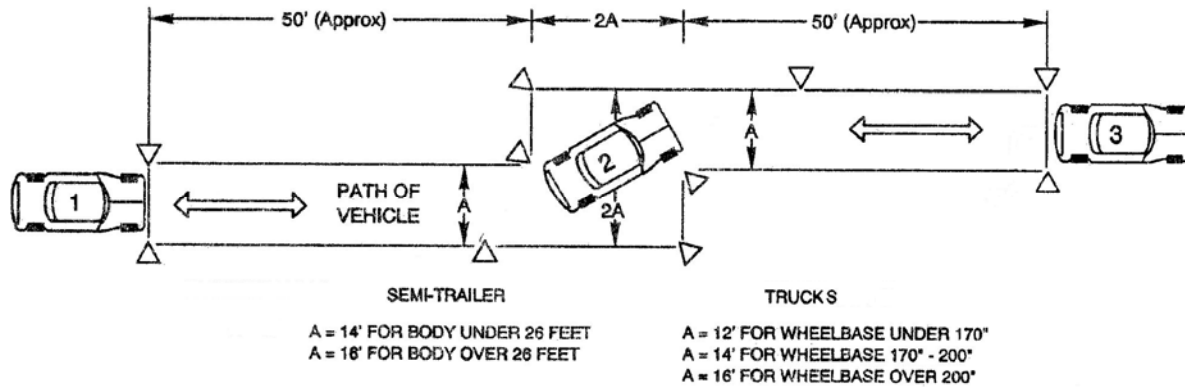


Figure 4-2 Skill Test No. 2

(1) **Testing Procedure.** Tell the applicant to position vehicle with front bumper over the first limit line (position 1). Then drive along the "right lane," turn into the "left lane" at position 2, and continue until rear bumper is positioned over the second limit line (position 3). No part of the vehicle is to cross the right or left limits, nor touch any stanchion. After completing the test in the forward direction, using mirrors, follow the same path in reverse, changing from the "left lane" to the "right lane" at position 2.

(2) **Scoring Procedure.** Start the scoring when his/her front bumper moves from the starting line and ends when the rear bumper moves over the line at the end of the test. Record the number of stanchions or lines touched. Repeat the procedure in reverse.

c. **Test No. 3: Smooth Stop in 40 Feet From 20 MPH.** Pavement markings and stanchion placement should be as shown in Figure 4-3. Tell the applicant to drive between the stanchions shown at position (A) and then stop smoothly with front bumper directly over the limit line at position (B). Ensure that the foot brake is not applied until the front bumper passes between the first stanchions at position (A). Deduct points for unsatisfactory performance as shown on the score sheet.

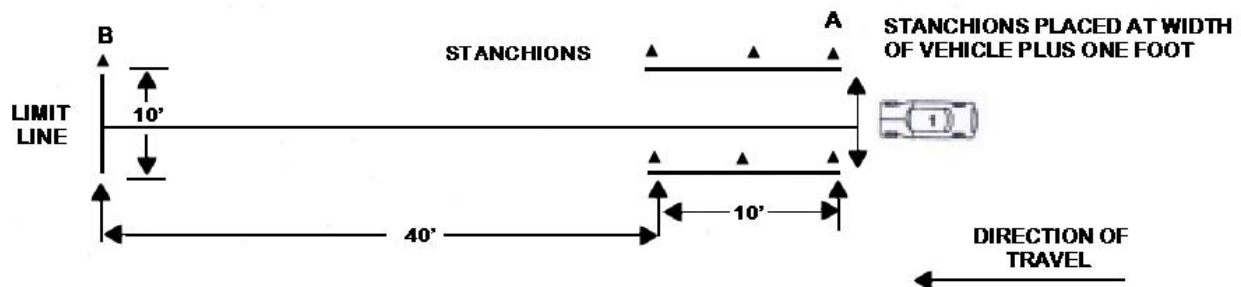


Figure 4-3. Skill Test No. 3

d. **Test No. 4: Backing Up to a Loading Dock.** An actual loading dock is the preferred method of testing; however a mock loading dock using stanchions may be substituted.

Pavement markings and stanchion placement should be as shown in Figure 4-4. Instruct the applicant to drive the vehicle forward to a point between the stanchions at position A. Once the vehicle's front bumper is over the line, sound the vehicle horn and using mirrors only, have the applicant back the vehicle to position B. When the back of the vehicle has reached the dock, the applicant will take the vehicle out of gear, engage the parking brake, and turn off vehicle. This will let the Licensing Examiner/Licensing NCO know the test has been completed. Deduct points for unsatisfactory performance as shown on the score sheet.

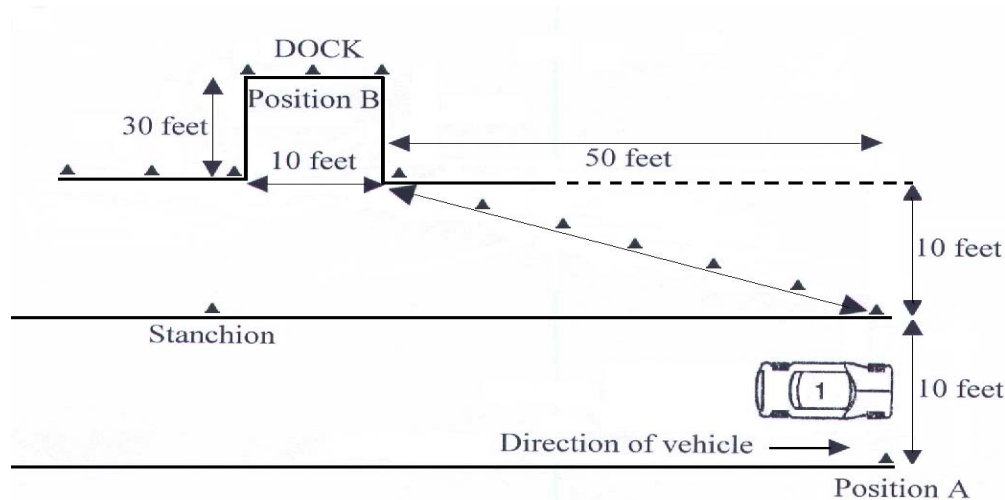


Figure 4-4. Skill Test No. 4

e. Test No. 5: Preventive Maintenance, Checks and Services (PMCS). This test will be performed on the vehicle that the applicant is to be licensed for. The Licensing Examiner/Licensing NCO will provide the applicant with the appropriate technical manual. Instruct the applicant to find the page number and item number in the manual. The applicant will inform the Licensing Examiner/Licensing NCO what page the information is located on so that it can be recorded on the score sheet. Deduct points for unsatisfactory performance as shown on the score sheet.

f. Passing Score. An applicant must pass all five skills tests in order to pass Skills Testing. Passing score for each Skills test will range from 20 to 16 points. The Licensing Examiner/Licensing NCO will complete the summary box to indicate the results of all required Skills Test. All weaknesses/strengths will be annotated on the remarks section of the score sheet.

g. Failing Score. An applicant that receives a score of 15 or less points on a Skills Test will fail that test. The Licensing Examiner/Licensing NCO will record the number of the Skills Test failed by the applicant in the summary box.

h. Retesting Failed Applicants. An applicant need only retest on the skill test that was failed, (i.e. if an applicant failed Skill Test Number 2, receiving a score for that test of 15 or less, they would only retest on Skill Test Number 2). Remedial training must take place before

an applicant can be given a retest. Any applicant that fails a second time will have his/her driving potential reevaluated.

4-5. ROAD TESTS. The following road test procedures and minimum standards are based on previously established military standards. Scoring is done on the Road Test Score Sheet, Figure A-12, Appendix A. Road tests are not required for issuance of a Shop Use Only License.

a. Choosing the Test Course. Selection of a road test course is the responsibility of the licensing office. It is advisable to have several routes selected and to alternate them at random. All test routes should be mapped, with notes as to where along the route the various road and traffic situations are located; Figure 4-5. Maps need not be to scale and will be maintained by the licensing office. Routes should be reviewed and, if necessary, changed periodically as road or traffic conditions change. The entire length of the test course will encompass no less than five miles. The route selected for the road test will be on a hard surface road that may include the following if available:

Stop signs

Traffic lights (all configurations)

Series of turns (left and right)

Traffic conditions in dual and multi-lane roads

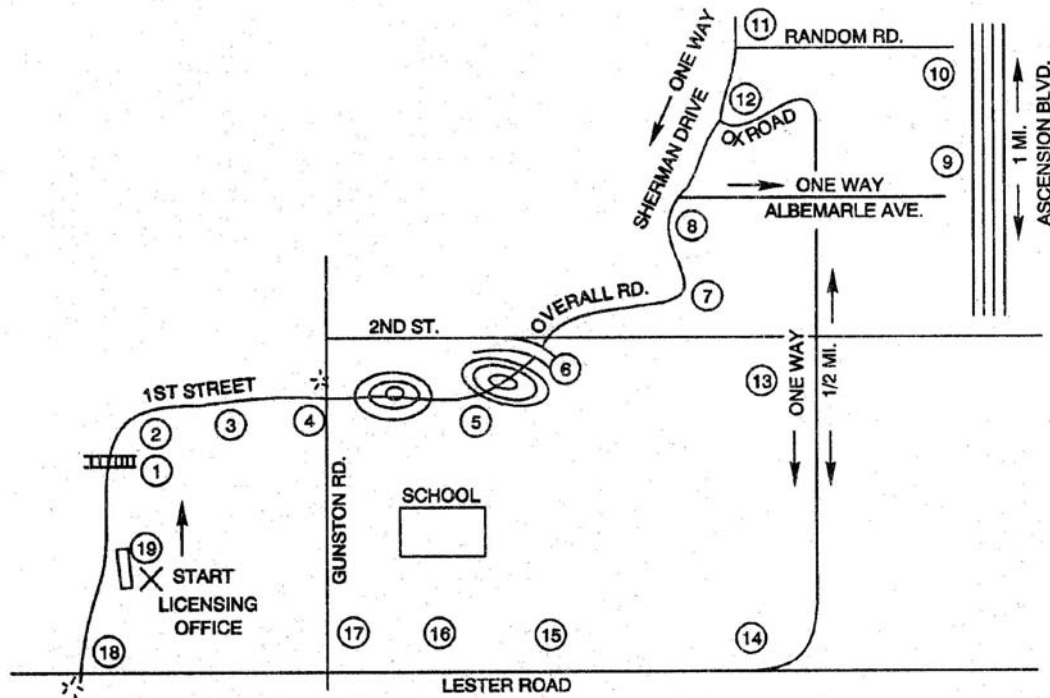
Intersections with the vision of applicant obscured

Warning signs that the applicant must identify

Grades of not more than 60 percent up hill or 20 percent down hill

Railroad crossing (minimum of two, may be one of the same)

Curves on dual and multi-lane roads



1. Railroad crossing.
2. Right curve.
3. "Stop for School Bus" sign.
4. Stop light.
5. Grades.
6. Stop sign - downhill grade, obstructed vision.
7. Warning - Slow & Curve.
8. Right turn - "Do not enter" sign.
9. Stop sign - left turn into 4-lane road, 1 mile 4-lane road.
10. Left turn - from 4-lane road.
11. Left turn - into 1-way street.
12. Left turn - from 1-way street into 1-way street.
13. 1/2-mile, 1-way street.
14. Yield sign - right turn.
15. Warning - troop crossing.
16. Warning - school in session.
17. Stop sign - obstructed vision.
18. Right turn - traffic light - obstructed vision.
19. Park at end of test.

TOTAL TEST: 5.3 Miles

Figure 4-5. Sample Road Test Map

b. Test Procedure. Before beginning the test, the Licensing Examiner/Licensing NCO will ensure the applicant understands that he/she will not be licensed to operate vehicles larger or more difficult than the vehicle being tested on. The Licensing Examiner/Licensing NCO will then accomplish the following:

(1) Read or recite the following statement to the applicant: “You are about to be administered a road test. “Is there anything that will hinder your ability to drive this vehicle such as medication, alcohol, sleep deprivation, etc”? You are required to walk around the vehicle and explain pre-operation inspection procedures. You will then drive over a specified course. During this test, your driving skills will be evaluated. You will be advised well in advance as to changes in direction. If you do not understand any directions during this test, ask me to repeat them. Is this clear? “If so, you may start when ready.”

(2) Provide the applicant a NAVMC 10627, Vehicle and Equipment Operational Record (trip ticket) and tell him/her to complete the operator's portion of the NAVMC 10627 per the TM 4700-15/1_, Ground Equipment Record Procedures, just as it would normally be done if going on an actual “Run”. Observe the pre-operation inspection carefully, and discontinue the test if the vehicle is not in good mechanical or safe operating condition.

(3) During the test, ride with the applicant to observe driving practices. Give brief, distinct instructions well in advance of required maneuvers.

(4) The Licensing Examiner/Licensing NCO has the responsibility to stop the road test in the interests of safety. A test terminated due to safety will constitute a failure of that test. The Licensing Examiner/Licensing NCO will use the Road Test Score Sheet, Figure A-13, Appendix A, for scoring the applicant on the road test. Each applicant tested will be afforded one occurrence for each area scored. Point value for each specific area is shown on Figure A-13, Appendix A.

c. Passing Score. 80 % or above will constitute mastery for all tests. The maximum score an applicant can receive is 100 points. All weak areas/points will be annotated at the bottom of the score sheet and applicant will be counseled. Retain score sheet in Operator’s History File.

d. Retesting Failed Applicants. Before any applicant can be given a retest, he/she must receive appropriate remedial training. Applicant must wait at least 24 hours after initial test was administered. Commanders may make a recommendation not to retest. Any applicant that fails a second time will have his /her potential for driving reevaluated.

4-6. RECORDING ACTION. Complete applicable portions of Part II of the individual’s application form, Figure A-1, Appendix A and file in Operator’s History File.

NOTES:

(1) Successful completion of knowledge/skills/road tests on any one of the MTRV cargo vehicles (MK27/28) meets licensing requirements for the MK23/25 MTRV cargo Trucks.

(2) Use complete vehicle types for listing vehicles qualified to operate on OF 346. For example, if a Marine qualifies to operate the largest vehicle will also be licensed to operate all lower vehicles listed for that class of vehicle, i.e. passes M1165 or M1114 will qualify for M1151/M1152/1123 with armor.

Upon completion of Advance Tactical Motor Vehicle Operator (ATMVO) course will receive a MAK stamp as required. Marines operating a MAK equipped vehicle must have the MAK applied during training to receive MAK stamp.

(3) If Medical Certification is required, the OF 346 shall be annotated as shown in examples contained in Appendix A. See figure A-5.

(4) For examples to correctly complete OF 346, refer to Appendix A.

CHAPTER 5

CIVILIAN APPLICANTS

5-1. GENERAL

a. Background. OF 346 requirements for civilian applicants are somewhat different from the requirements for military drivers. These differences depend primarily on whether or not the civilian applicant is a federal employee or contractor, whether driving will constitute a primary or a secondary duty, and the type of vehicle to be operated. The following paragraphs summarize the special requirements for civilian applicants. A copy of the CFR Title 5 Chapter I, Office of Personnel Management (OPM), Part 930 is required in each licensing office that licenses civilian employees. Part 930 of the 5 CFR should be reviewed for detailed guidance.

b. Applicability. Except when otherwise noted, the standards and procedures given below apply to all civilian applicants within the United States and to American citizens overseas. Overseas applicants who are foreign nationals should be licensed in accordance with policies set forth by the local command.

c. Definitions. See Appendix D for definition of federal and non-federal employees, primary and incidental drivers.

5-2. GENERAL REQUIREMENTS (NEW PERMITS). Except as noted, the following requirements apply to all civilian employees.

a. Age. The OPM Part E09-E10 establishes that when no minimum age limit for application of an OF 346 is included in a job qualification standard, the minimum age is 16 years for high school graduate or non-graduate who has been awarded a GED or its equivalent or who has completed a government-sanctioned formal training program. Each state places age restrictions for different vehicle types that must be honored by the licensing office. Applicants must possess a valid state driver's license.

b. Authorization. The necessity for licensing of civilian employees will be established by their supervisor.

c. Current State Licenses. All civilian OF 346 applicants must be able to produce a current valid state driver's license that is valid for the class and weight of the vehicle, which they will be driving. If unsure whether the applicant's state license qualifies him/her to drive a certain vehicle, contact the nearest state licensing agency or police authority for guidance. This requirement may be waived for American citizens overseas.

d. Knowledge of English Language. The applicant must be able to speak, read and write basic English.

e. Vehicle Records (VR) Check. Complete Vehicle Record Checks per Appendix B of this manual. Civilian drivers must pass the Vehicle Records Check to ensure his/her driver's license is valid. Interpret adverse reports and take any necessary action.

f. Any applicant that is not trained to the standard of this license manual will have restrictions placed on their license, (i.e. "On Base Only", "No Fording", or "No Boom Operation").

g. Road Time. To obtain a license the minimum road training mileage listed in Table 5-1 must be accomplished in the vehicle to be licensed on.

1). Civilian motor vehicle operators will not conduct blackout driving, off-road driving, fording or NVG training.

Table 5-1. Civilian License Mileage Requirement

REQUIRED MILES	ROAD TRAINING TASKS
125	DAYLIGHT/ON BASE/ON ROAD
125	TOTAL REQUIRED MILES

5-3. PHYSICAL REQUIREMENTS FOR CIVILIANS. Refer to the OPM for medical referral procedures for civilian applicants with the following disorders:

a. All Civilians. The following standards apply to both federal, non-federal, and contracted civilian applicants.

(1) **Epilepsy.** Applicants who have suffered epileptic seizures within 2 years are disqualified from holding an OF 346, according to FPM regulations. An epileptic condition may be described by the applicant as blackouts, convulsions, fainting spells, loss of consciousness, grand mal, petit mal, or similar terms. The applicant may be qualified to drive, following medical evaluation, if free of epileptic seizures for at least 2 years.

(2) **Diabetes.** Applicants with active diabetes are disqualified from holding OF 346s when their primary job would be to operate a vehicle. Persons with less severe and properly controlled diabetes are acceptable for incidental driving duties. Diabetic conditions are defined as "acceptable" if the applicant meets all of the following conditions:

(a) The condition is controlled by diet, oral hypoglycemic, or no more than 25 units of insulin daily.

(b) The applicant has suffered no insulin reaction, diabetic coma, or serious side effects within the past 2 years.

(c) There has been no significant change in the amount of insulin required during the past 2 years.

b. Federal Employees. Civilians who are federal employees fall into a special category. The OPM physical standards for drivers are considerably different from Marine Corps standards. In all cases, a qualified military or Federal medical officer may grant a waiver of any particular requirement. When screening federal employees, screen to the following standards:

(1) Visual Acuity. For a standard permit, the federal applicant must have vision of at least 20/40 (Snellen) in both eyes without corrective lenses. Applicants who require glasses or contact lenses to meet the standard must be issued a "Corrective Lenses Required" limitation on their permit.

(2) Field of Vision. The federal applicant must have a field of vision of at least 60 degrees to the right and left when gazing straight ahead.

(3) Hearing. The federal applicant must have hearing acuity of at least 15/20 in the better ear, with or without a hearing aid. There is no minimum standard for the other ear.

(4) Color Vision, Depth Perception, and Reaction Time. There are no requirements for testing and no minimum standards.

(5) All Other Conditions. For all other conditions requiring medical referral, attach a memorandum to the OF 345 describing the type of vehicle to be driven, the approximate number of hours of driving required each day, and the condition that requires evaluation. Have the applicant take the OF 345 and attached memorandum to a medical officer and request a medical evaluation. If recommended for licensing, an OF 346 may be issued in accordance with the procedures described in paragraph 5-4 or 5-5, as applicable.

5-4. ISSUING PROCEDURES (FEDERAL EMPLOYEES ONLY). Use these procedures for issuing permits to federal employee applicants. Federal employees whose primary duties involve driving will normally have been qualified for the job through competitive examination. Such applicants may be issued an OF 346 after completing the skill and road tests for the category of vehicle they will be driving. The OF 346 will be valid only if accompanied by a current state driver's license.

5-5. ISSUING PROCEDURES (NON-FEDERAL AND CONTRACTED EMPLOYEES). Non-federal and contracted civilian applicants must meet all testing and screening requirements that apply to Marine Corps applicants, including physical screening/examination standards, knowledge testing, skill and road testing, and special requirements for specific vehicles. After issue, the OF 346 will be valid only if accompanied by a current state driver's license.

5-6. RECORD KEEPING. A copy of the applicant's license application will be provided to the supervisor to file in the employees folder.

NOTE:

No civilian OF 346 holders (federal, non-federal, or contracted employees) shall operate tactical equipment in a tactical convoy or during combat operations. Only administrative movements are authorized.

CHAPTER 6

PROCEDURES FOR ISSUING LICENSES

6-1. GENERAL. The following paragraphs present basic recording requirements for issuing or denying the OF 346. Refer to Chapter 3, APPLICATION, INITIAL SCREENING, AND TRAINING REQUIREMENTS which establishes the prerequisites for granting of the OF 346.

6-2. COMPLETING THE DOCUMENTATION. Applies to all applicants for learners' permits and to all successful applicants for standard OF 346s.

a. Application, NAVMC 10964. Part I of the application should have been completed during the initial interview. The expiration date, Block 28, will be four years from the issue date reflected in Block 27. Prepare Part III of the NAVMC 10964, Figure A-1, Appendix A, Block 25 is signed and dated by the Licensing Examiner who signs as the Qualifying Official on page 2 or 3 of the OF 346. Block 29 is completed and signed by the Issuing Official who should sign it after signing the front of the applicant's new OF 346 or verifying the renewal or upgrade. Prepare Part III for signature as follows:

(1) Check the appropriate boxes in 20 through 23. Quantify and specify further details in blocks 22 and 23. List vehicles and equipment qualified to operate in block 24.

(2) New Licenses and Renewals. In blocks 26 through 28, record the card number issued, the date issued and expiration date on the OF 346. Information recorded in blocks 26 through 28 and the applicant's name are to be recorded in the permit log book (Paragraph 1-6.a). New card numbers will not be issued for renewals, upgrades or duplicates. The old card number will be utilized from the applicant's old OF 346, old NAVMC 10964 within the history file or MCTFS print out. New dates will not be assigned for the issued and expiration dates for an upgrade or duplicate, the original dates from the applicant's old OF 346, old NAVMC 10964 within the history file or MCTFS print out will be utilized. The expiration date in block 28 for a new or renewal may be up to four years from the date issued in block 27. The OF 346 is void upon release from Active Duty with the exception of enlisting into the Reserves.

(3) Learner's Permits. Make entry in category section, Block 20, "Learner's Permit Issued date and number". Learner's Permits will expire after 6 months.

NOTE:

To reduce administrative burden, Learner's permits for students attending incidental operator's courses may be issued using local standard operating procedures that identify the student with the permit (i.e. Database, Logbook, etc.). Permits that are required for a term longer than the incidental operator's course must be completely filled out.

b. U.S. Government Motor Vehicle Operator's Identification Card, OF 346.
Complete both the front and the back of the OF 346, giving full and complete information. Restrictions for the back of the OF 346 are: medical certificate required, corrective lenses required, hearing aid required, on-base only until the age of 21 and on-base only. Make sure all necessary restrictions are entered on the back. All vehicles requiring medical certification must be annotated with an "***". The issuing official signs the front of the form in the block marked: "Signature of Issuing Official." The Licensing Examiner signs the back, next to each qualification entry. Requirements for the different types of transactions are as follows:

(1) New Licenses, Figure A-4, Appendix A. Base all OF 346 entries on the information contained in Parts I, II, and III of NAVMC 10964.

(2) Upgrades, Figure A-5, Appendix A. Enter new qualifications on the back of the existing OF 346. The Licensing Examiner's signature is required next to each new entry as well as the licensing code for the office issuing the upgrade.

(3) Adding a Page Three. Figure A-7 and A-8, Appendix A. If lacking room for the new qualification on the original OF 346, create a "Page 3", numbering appropriately. In the "Restriction" block on the back, enter "Page 2 of 3" on the original OF 346 and "Page 3 of 3" on the additional page. Record the card number in the "Restriction" block on the back of the Page 3. The licensing official need not sign the front of a "Page 3" OF 346.

(4) Duplicates, Figure A-6, Appendix A. Issue a new OF 346 based on the information given on the application NAVMC 10964, Part I, accompanied by a certified true copy of the MCTFS read out or a copy of the NAVMC 10964 Form with original card number, signatures, and showing current vehicles he/she is qualified to operator. Enter the notation "Duplicate" in the Restriction Block of the OF 346. The licensing official signs the front of the card. The qualifying official signs the back, next to each qualification.

(5) Hazardous Material License, Figures A-7 and A-8, Appendix A. Hazardous Material Licenses will be in accordance with the NAVSEA SWO20-AF-HBK-010, Para 3-2 and State "explosive/Hazmat driver must hold a current medical certificate." This pertains to all Navy and Marine Corps personnel engaged in the transportation of hazardous materials; Class 1 through 9 and Civilian Employees.

(a). All hazardous material endorsements will be annotated on a separate endorsement page. All hazardous material endorsements have a 2 year recertification date, this date will be annotated on the page. See example Figures A-7 and A-8, Appendix A.

(b). If a detailed medical examination was required (Chapter 3), also enter the notation "*Medical Certificate Required" in the "Other Records" block. Under the "Type Vehicle and/or Equipment" block, enter the vehicle series, or special qualification being sought. The licensing official signs the front of the OF 346 and the examining official signs on the back, next to the qualification entry.

(6) **Renewals.** Complete the OF 346 with qualifications taken from Part III of the applicant's new NAVMC 10964 and a certified copy of the MCTFS. Destroy the old OF 346 before signing the new one.

(7) **Learner's Permit, Figure A-9, Appendix A.** A learner's permit is issued for a period no longer than 6 months. If the operator exceeds 6 months, the licensing examiner may issue a new learners permit with a letter from the commanding officer or civilian department head. Complete the front of the OF 346, basing entries on the information in the application NAVMC 10964, Parts I and II. On the back of the OF 346, under "Restrictions", enter the notation "Learner's Permit, Must Be Accompanied By Licensed Driver".

(8) **Shop Use Only License, Figure A-10, Appendix A.** A shop use only license is issued to qualified maintenance personnel for the sole purpose of performing an operational and safety check on a vehicle that has been repaired. Use is restricted to short distance movement of equipment around a maintenance facility or for road test in a designated area to verify repair. On the back of the OF 346, under "Restrictions", enter the notations "Shop Use Only" and for Military Motorcycles, enter double asterisks to the left of "Hard Surface Road Only" and Military Motorcycle. Operators must be accompanied by a licensed operator when using a Shop Use Only permit as a learners permit.

6-3. Lamination. Lamination is authorized for front part of the license.

6-4. Notification Action. In all cases, the licensing official signs the NAVMC 10964 Part III, "License Action", Figure A-1, Appendix A, then sends a copy of the application to the applicant's supervisor, as notification of the disposition of the application.

6-5. Records.

a. In order to reduce the amount of entries into the Service Record Book/Officer Qualification Record (SRB/OQR), entries will no longer be recorded on the NAVMC 118 (11) (ADMINISTRATIVE REMARKS). Government vehicle operator permits (issuance, renewal and upgrade) are now reportable via the Unit Diary (UD). UD entries will be made using the Table of Authorized Materials Control Numbers (TAMCN). Each TAMCN represents the vehicle series for which the operator is licensed..

b. File copies of all documentation relating to the issuance or denial of OF 346s per the instructions contained in Paragraph 1-5 of this manual.

CHAPTER 7

LICENSE REVOCATION, SUSPENSION, AND REINSTATEMENT PROCEDURES

7-1. GENERAL. This chapter establishes procedures to use when a driver's licensing status must be changed after having been issued or denied an OF 346. These situations include notifications regarding the applicant's driving record; and notifications after the driver has been transferred or separated from active duty.

7-2. REVOCATION. See Appendix D for definition of "Revocation". When a driver's OF 346 has been revoked due to an adverse Vehicle Records (VR) report, file the Report of Inquiry, Fig. 2-B, in the Operator's History File. When a revoked OF 346 is returned to your office by a driver's commanding officer, write "REVOKED UNTIL (date)" on its face and on the NAVMC 10964. Replacing a revoked permit requires execution of the procedures for the application for a new permit.

7-3. SUSPENSION. See Appendix D for the definition of "Suspension."

a. License Suspension. The violations listed below will result in a license suspension or loss of State driver's license. The length of the suspension is at the discretion of the 1st line of authority for a Court Marshal.

- (1) Conviction of DWI/DUI
- (2) Convicted of a positive urinalysis test result.
- (3) A guilty verdict for possession of illegal drugs.

b. Suspension by Commanding Officer. Any OF 346 may be suspended at the discretion of the Commanding Officer. The individual's commanding officer will insure that the OF 346 has been confiscated and held until the suspension period has expired. The OF 346 may then be returned to the individual without formal licensing office processing. No retesting is necessary unless the commanding officer requests it. Retesting requires that the commanding officer completes and signs a NAVMC 10964 for a new permit transaction.

7-4. REINSTATEMENT.

a. Vehicle Records makes an Incorrect Identification. In the event a records check provides erroneous information on a applicant as someone whose state driver's license was withdrawn, denied or was identified as having a poor driving record. In such cases, the applicant's commanding officer must be notified immediately that the individual is eligible for a license. When the application comes in for a reinstated OF 346, issue one identical to the one that was erroneously revoked. No retesting is required.

7-5. NOTIFICATION PROCEDURES.

a. Civilian Applicants. All correspondence should be sent to the civilian's responsible office. In addressing the notice, use the title, not the name of the individual who signed Block 17 on the application NAVMC 10964.

b. Military Applications.

(1) Any correspondence received on an applicant will be forwarded to his/her commanding officer. If the applicant has been transferred, the commanding officer will forward it to the new command.

(2) Applicant Separated from Active Duty. The correspondence will be returned to the Licensing Office and retained as stated in Paragraph 1-5 of this manual.

(3) 353X Marines, the procedures will be followed to permanently revoke the license. Manpower & Reserve Affairs (M&RA) will be notified by the commander via (I&L LPC 1).

APPENDIX A
REQUIRED FORMS

PART I NAVMAC 10964, APPLICATION FOR GOVERNMENT VEHICLE OPERATORS PERMIT

- Block 1. Last name, first name and middle name of applicant
- Block 2. Rank of applicant as shown on ID card
- Block 3. Last 4 of Social Security Number of applicant as shown on ID Card
- Block 4. Parent organization of applicant
- Block 5. Sex of applicant; M (male) or F (female)
- Block 6. Height, in inches, of applicant as shown on ID Card
- Block 7. Weight, in pounds, of applicant
- Block 8. Color of applicant's eyes as shown on state operator's permit
- Block 9. Color of applicant's hair as shown on state operator's permit
- Block 10. Place of birth of applicant (city and state)
- Block 11. Date of birth of applicant as shown on ID Card (dd/mmm/yy)
- Block 12. State that issued current valid operator's permit (if applicable)
- Block 13. License number as shown on current state operator's permit (if applicable)
- Block 14. Date the current state operator's permit was issued, as shown on operator's permit (if applicable) (mm/dd/yy)
- Block 15. Expiration date of current state operator's permit (if applicable) (mm/dd/yy)
- Block 16. Class of vehicle applicant has been authorized to operate by state (if applicable)
- Block 17. Signature of applicant's commanding officer or designated Official/Supervisor and date

PART II EXAMINATION

- Block 18. Place an X in appropriate column for successful or unsuccessful completion of listed test
- Block 19. List all restrictions placed upon applicant (i.e. corrective lens, medical etc.) to the right of the "CHECK HERE IF NONE" block

PART III LICENSE APPLICATION

- Block 20. Place an X in appropriate block for type of license transaction
- Block 21. Place an X in the block(s) that apply for this license transaction
- Block 22. Place an X in the block(s) that apply for this license transaction and Ton/Pass information (if applicable)
- Block 23. Place an X in the block (s) that apply for this license transaction
- Block 24. List all vehicles/equipment by TAMCN followed by vehicle/equipment nomenclature in parenthesis. Example; D0198 (MK23/25) etc. the applicant will be qualified to operate
- Block 25. Payroll signature of licensing examiner and date
- Block 26. Number that is assigned to OF-346 as entered into Permit Log
- Block 27. Date the license is issued (dd/mmm/yy)
- Block 28. Expiration date of license being issued (dd/mmm/yy/
- Block 29. Payroll signature of Licensing Officer /Issuing Official

PART IV RECORDING ACTION

- Block 30. Payroll signature of individual authorized to ensure all required information is entered into MCTFS and Unit Diary entry number

APPLICATION FOR GOVERNMENT VEHICLE OPERATOR'S PERMIT (11240)

NAVMC 10964 (REV. 8-90) (EF) (Previous editions are obsolete)

SN: 0000-00-006-5484 U/I: PD OF 100 (Supersedes NAVFAC FORM 9-11240/10 FOR USMC use.)

PART I APPLICATION										
1. NAME (Last, First, Middle)			2. RANK	3. SSN			4. ORGANIZATION			
5. SEX	6. HEIGHT	7. WEIGHT	8. EYE COLOR	9. HAIR COLOR		10. PLACE OF BIRTH			11. DOB	
PAST DRIVING RECORD										
12. STATE OF ISSUE		13. LICENSE NUMBER		14. DATE OF ISSUE		15. EXP. DATE		16. CLASS OF VEHICLE		
17. COMMANDING OFFICER'S SIGNATURE										
I RECOMMEND THAT THIS INDIVIDUAL BE EXAMINED FOR QUALIFICATION TO HOLD THE SF-46. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 40%;"></div> <div style="border-bottom: 1px solid black; width: 20%; text-align: center;">(Signature)</div> <div style="border-bottom: 1px solid black; width: 20%; text-align: center;">(Date)</div> </div>										
PART II EXAMINATION										
18. QUALIFICATION TESTS (CHECK)										
TEST	SAT	UNSAT	TEST	SAT	UNSAT	TEST	SAT	UNSAT		
PHYSICAL			HEARING			VISION				
WRITTEN			REACTION TIME			SKILL				
ROAD			DIRT/CROSS COUNTRY			SPECIAL QUALIFICATION				
19. RESTRICTIONS: (List) CHECK HERE IF NONE <input type="checkbox"/>										
PART III LICENSE ACTION										
20. CATEGORY (Check One)						21. CLASS OF LICENSE (Check all that apply)				
NEW <input type="checkbox"/> RENEW <input type="checkbox"/> UPGRADE <input type="checkbox"/> DUPLICATE <input type="checkbox"/>						COMMERCIAL <input type="checkbox"/> TACTICAL <input type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/>				
22. CLASSES OF VEHICLES (Check all that apply)										
SEDANS/STATION WAGONS <input type="checkbox"/> TRUCKS TO ____ TON <input type="checkbox"/> TRUCK-TRACTOR TO ____ TON <input type="checkbox"/> BUSES TO ____ PASS <input type="checkbox"/>										
23. SPECIAL QUALIFICATIONS:										
EMERGENCY VEHICLE <input type="checkbox"/>			TRUCK WITH FULL TRAILER <input type="checkbox"/>							
SEMITRAILER REFUELER <input type="checkbox"/>			RECOVERY VEHICLE <input type="checkbox"/>			HAZARDOUS MATERIALS <input type="checkbox"/>			OTHER (SPECIFY)	
24. VEHICLE/EQUIPMENT CLASSES QUALIFIED TO OPERATE LIST:										
25. SIGNATURE OF LICENSING EXAMINER										
I CERTIFY THAT THIS INDIVIDUAL IS QUALIFIED TO OPERATE THE ABOVE LISTED EQUIPMENT. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 40%;"></div> <div style="border-bottom: 1px solid black; width: 20%; text-align: center;">(Signature)</div> <div style="border-bottom: 1px solid black; width: 20%; text-align: center;">(Date)</div> </div>										
26. LICENSE # ISSUED			27. DATE ISSUED			28. EXPIRATION DATE				
29. SIGNATURE OF LICENSING OFFICER						DATE				
PART IV RECORDING ACTION										
30. RECORDING OFFICER'S SIGNATURE						SIGNATURE			DATE	
I CERTIFY THAT ALL THE INFORMATION IN BLOCKS 19, 20, 23, 24, 26, 27, AND 28 HAVE BEEN ENTERED ON PAGE 11 OF THE INDIVIDUAL'S SRB/OQR										

Figure A-1. NAVMC 10964, Application for Government Vehicle Operator's Permit

OF-345, PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

- Block 1. Last, first and middle name of applicant
- Block 2. Date of birth (mm/dd/yy)
- Block 3. Title of position (rank)
- Block 4. Home address (home of record)
- Block 5. Employing agency (current military address)
- Block 6. Applicant to place an X in either the “yes” or “no” column of each item
- Block 7. Explanation as to why a “yes” was marked in Block 6
- Block 8. Applicant to place an X in “yes” or “no” for each question asked
- Block 9. Payroll signature of applicant
- Block 10. Date applicant signed the document (mm/dd/yy)

REVIEW AND CERTIFICATION OF ISSUING OFFICIAL

The issuing official (interviewer) will place an X in the appropriate block, sign the form with his/her payroll signature and date it (mm/dd/yy)

NOTE:

The issuing official will be a Staff Non-Commission Officer, Officer or civilian assigned in writing by that licensing office’s Company Commander or Commanding Officer.

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

1. Name (Last, First, Middle)	2. Date of Birth (Month, Day, Year)	3. Title of Position
4. Home Address (Number, Street or RFD, City, State and Zip Code)	5. Employing Agency	

6. Have you ever had or have you now: (Place check at left of each item.)

YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Poor vision in one or both eyes	<input type="checkbox"/>	<input type="checkbox"/>	Arthritis, rheumatism, swollen or painful joints
<input type="checkbox"/>	<input type="checkbox"/>	Eye disease	<input type="checkbox"/>	<input type="checkbox"/>	Loss of hand, arm, foot, or leg
<input type="checkbox"/>	<input type="checkbox"/>	Poor hearing in one or both ears	<input type="checkbox"/>	<input type="checkbox"/>	Deformity of hand, arm, foot, or leg
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Nervous or mental trouble of any kind
<input type="checkbox"/>	<input type="checkbox"/>	Palpitation, chest pain, or shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	Blackouts or epilepsy
<input type="checkbox"/>	<input type="checkbox"/>	Dizziness or fainting spells	<input type="checkbox"/>	<input type="checkbox"/>	Sugar or albumin in urine
<input type="checkbox"/>	<input type="checkbox"/>	Frequent or severe headaches	<input type="checkbox"/>	<input type="checkbox"/>	Excessive drinking habit (Alcohol)
<input type="checkbox"/>	<input type="checkbox"/>	High or low blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	Other serious defects or diseases
<input type="checkbox"/>	<input type="checkbox"/>	Drug or narcotic habit	<input type="checkbox"/>	<input type="checkbox"/>	

7. If your answer is "Yes" to one or more of the above questions, explain fully in this space, indicating date of original condition and current status:

8. (A) Do you wear glasses (or contact lenses) while driving? ☐ YES ☐ NO
 (B) Do you wear a hearing aid? ☐ YES ☐ NO

PRIVACY ACT STATEMENT

Solicitation of this information is authorized by 40 U.S.C. 491 and 5 CFR Part 930 Subpart A, which require OPM to regulate Federal employees use of Government-owned or -leased motor vehicles. It is used to ascertain the physical fitness of Federal employees, whose jobs require authorization to drive Government-owned or -leased vehicles. It is also used in the renewal of authorizations for all such employees. Based on

the information provided, employees may be referred for a medical examination before being granted an initial authorization or a renewal. The disclosure of this information is mandatory when an employee's job requires driving a Federal motor vehicle and is voluntary otherwise. However, failure to complete when requested may result in you not being permitted to operate a Government vehicle.

<p>Certification: I certify that my answers to the above are full and true, and I understand that a willfully false statement or dishonest answer may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.</p>	<p>9. Signature</p>	<p>10. Date Signed (Month, Day, Year)</p>
--	---------------------	---

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL

I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:

- ☐ 1. There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.
- ☐ 2. On the basis of items checked on this form or other information, this applicant must be referred for physical examination before authorized to operate a Government-owned or -leased motor vehicle or current authorization is renewed.
- ☐ 3. Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:

Signature of Designated Official	Date Signed (Month, Day, Year)
----------------------------------	-----------------------------------

Figure A-2. OF-345, Physical Fitness Inquiry for Motor Vehicle Operators

NAVMC 10969, EXAMINATION FOR MOTOR VEHICLE OPERATORS

The NAVMC 10969 and NAVMC 10970 will be filled out and completed by the examining medical officer/Independent Duty Corpsman as noted on the form.

PHYSICAL EXAMINATION FOR MOTOR VEHICLE OPERATORS

(11240)

NAVMC 10969 (5-75)

SN: 0000-00-006-5741

U/I: PAD (100 SH PER PAD)

To Be Filled In By Examining Physician (Please Print):

New Certification ☐Recertification ☐

Driver's Name _____

Soc. Sec. No. _____ Organization _____ Age _____

Health History:

Height _____ ft. _____ in.

Weight _____ lbs.

Yes	No		Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Nervous Stomach	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Muscular disease	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Syphilis	<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric disorder	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gonorrhea	<input type="checkbox"/>	<input type="checkbox"/>	Cardiovascular disease	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Gastrointestinal ulcer	<input type="checkbox"/>	<input type="checkbox"/>
							Head or spinal injuries
							Seizures, fits, convulsions, or fainting
							Extensive confinement by illness or injury
							Any other nervous disorder
							Suffering from any other disease
							Permanent defect from illness, disease or injury

If answer to any of the above is yes, explain: _____

General appearance and development: Good _____ Fair _____ Poor _____

Vision: For Distance: Right 20/ _____ Left 20/ _____
☐ Without corrective lenses ☐ With corrective lenses, if worn

Evidence of disease or injury: Right _____ Left _____

Color Test _____

Horizontal field of vision: Right _____ ° Left _____ °

Hearing: Right ear _____ Left ear _____

Disease or injury _____

Audiometric test: (if audiometer is used to test hearing) _____ Decibel loss at 500 Hz _____ at 1,000 Hz _____ at 2,000 Hz _____

Throat: _____

Thorax: Heart _____

If organic disease is present, is it fully compensated? _____

Blood pressure: Systolic _____ Diastolic _____

Pulse: Before exercise _____ Immediately after exercise _____

Lungs _____

Abdomen: Scars _____ Abnormal masses _____ Tenderness _____

Hernia: Yes _____ No _____ If so, where? _____ is truss worn? _____

Gastrointestinal: Ulceration or other disease Yes _____ No _____

Genito-Urinary: Soars _____ Urethral discharge _____

Reflexes: Romberg _____

Pupillary _____ Light R _____ L _____

Accommodation Right: _____ Left _____

Knee jerks: Right: Normal _____ Increased _____ Absent _____

Left: Normal _____ Increased _____ Absent _____

Remarks: _____

Extremities: Upper _____ Lower _____ Spine _____

Laboratory and Urine: Spec. Gr. _____ Alb. _____ Sugar _____

Other Special Other Laboratory Data (Serology, etc.) _____

Findings: Radiological Data _____ Electrocardiograph _____

General Comments: _____

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined

 [Driver's name (Print)]
 in accordance with the Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with the knowledge of his duties, I find him qualified under the regulations.

☐ Qualified only when wearing corrective lenses
☐ Qualified only when wearing a hearing aid

(Date of examination) _____ (Name of examining doctor (Print)) _____

(Signature of examining doctor) _____

The following to be completed only when the visual test is conducted by a licensed optometrist.

[Date of Examination]_____
[Name of Optometrist (Print)]_____
[Address of Optometrist]_____
[Signature of Optometrist]

INSTRUCTIONS ON REVERSE SIDE

Figure A-3. NAVMC 10969; Physical Examination for Motor Vehicle Operators

OF-346; U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

Card number:	Number that is assigned to permit and entered into logbook
Name Operator:	Last name, first name and middle initial of operator
Sex:	M (male)/ F (female)
Signature of operator:	Payroll signature of operator
Date of birth of operator:	ddmmmyy
Social Security Number:	Last 4 as shown on operator's ID card
Name/location of issuing unit:	Unit, and address of the Licensing Office
Height:	Height of operator, in inches, as shown on ID card
Weight:	Current weight of operator
Hair color:	Operator's hair color as shown on valid state operator's permit (if applicable)
Eye color:	Operator's eye color as shown on valid state operator's permit (if applicable)
Date issued:	Date license issued (ddmmmyy)
Date expires:	Date licensing official determines (ddmmmyy)
Signature/Title:	Payroll signature and title of Issuing Officer and unit licensing code
Restrictions:	List any and all restrictions to operator. Also, the following will be placed in this block: "VOID PAGE IF LAMINATED", Card #,. Place "Duplicate", "Corrective Lens Required", "Hearing Aid Required", "* MEDICAL CERTIFICATE REQUIRED" and Page 2 of 3 entries (if applicable). If the operator is a graduate of the Military Motorcycle Maintenance Course, his/her license will be restricted to "***HARD SURFACE ROAD ONLY".
Type of vehicle:	Enter TYPES of vehicle qualified and Licensing Code from licensing office who originally trained the operator
Capacity:	Maximum capacity of vehicle being licensed for
Qualifying Official:	Payroll signature of Licensing Examiner
Other records:	Additional vehicles authorized to operate or carry

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID PAGE IF LAMINATED	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
				Type Vehicle and/or equipment M1123/998 (M500)	Capacity 2 ¼ TON	Qualifying Official <i>Dan Dailey</i>
Date of Birth 10 Nov 75	Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC,MARDET, FLW, MO 65473-5850		M1152 W/ARMOR (M500)	21/2 TON <i>Dan Dailey</i>
Height 70	Weight 195	Hair Color BRN	Eye Color GRN	Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		
Date Issued 01 Dec 99		Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)		
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.						
					NSN 7540-00-634-3999 50346-101	

Figure A-4. OF-346; U.S. Government Motor Vehicle Operator's Identification Card

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID PAGE IF LAMINATED *MEDICAL CERTIFICATE REQUIRED	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
				Type Vehicle and/or equipment M1123/998 (M500)	Capacity 2 ¼ TON	Qualifying Official <i>Dan Dailey</i>
Date of Birth 10 Nov 75	Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC,MARDET, FLW, MO 65473-5850		M1152 W/ARMOR (M500)	21/2 TON <i>Dan Dailey</i>
Height 70	Weight 195	Hair Color BRN	Eye Color GRN	Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		*MK23/25/27/28 (M500) 15 TON <i>Dan Dailey</i>
Date Issued 01 Dec 99		Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)		
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					*MK36 Wrecker (M500) 15 TON <i>Dan Dailey</i>	
					*MK48/MK15 (M500) 23 TON <i>Dan Dailey</i>	
					NSN 7540-00-634-3999 50346-101	

Figure A-5. OF-346; Special Purpose Upgrade License

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID PAGE IF LAMINATED CORRECTIVE LENS REQUIRED *MEDICAL CERTIFICATE REQUIRED	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
				Type Vehicle and/or equipment M1123/998 (M500)	Capacity 2 ¼ TON	Qualifying Official <i>Dan Dailey</i>
Date of Birth 10 Nov 75	Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC,MARDET, FLW, MO 65473-5850		M1152 W/ARMOR (M500)	21/2 TON <i>Dan Dailey</i>
Height 70	Weight 195	Hair Color BRN	Eye Color GRN	Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		*MK23/25/27/28 (M500) 15 TON <i>Dan Dailey</i>
Date Issued 01 Dec 99		Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)		
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.						
					NSN 7540-00-634-3999 50346-101	

Figure A-6. OF-346; Duplicate License

OF-346: U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

Card number:	Number that is assigned to permit and entered into logbook
Name Operator:	Last name, first name and middle initial of operator
Sex:	M (male) / F (female)
Signature of operator:	Payroll signature of operator
Date of birth of operator:	ddmmmyy
Social Security Number:	Last 4 as shown on operator's ID card
Name/location of issuing unit:	Unit, and address of the Licensing Office
Height:	Height of operator, in inches, as shown on ID card
Weight:	Current weight of operator
Hair color:	Operator's hair color as shown on valid state operators permit (if applicable)
Eye color:	Operator's eye color as shown on valid state operators permit (if applicable)
Date issued:	Date license issued (ddmmmyy)
Date expires:	Date licensing official determines (ddmmmyy)
Signature/Title:	Payroll signature and title of Issuing Officer and unit licensing code
Restrictions:	Type in all restrictions to operator. Also, the following will be placed in this block: "VOID PAGE IF LAMINATED", Card #, and "Duplicate" if applicable. Ammo and fuel endorsements will be placed on a separate endorsement page 2 of the OF-346.
Type of vehicle:	Under TYPES of vehicle and/or Equipment, 1 st line, type "ENDORSEMENT PAGE ONLY", 2 ND line type *HAZARDOUS MATERIAL and Licensing Code from official who upgrades the license, 3rd line type, MT 12-HR OPERATOR COURSE.
Capacity:	For Hazardous material endorsement page, 1 st line, type N/A adjacent endorsement page only, 2 nd line type "FUEL" and or "AMMO".
Qualifying Official:	Payroll signature of licensing examiner for AMMO or HAZMAT entries in the Capacity block.
Other records:	1 st line, type, *EXPLOSIVE DRIVER-MUST HOLD A CURRENT MEDICAL CERTIFICATE and/or *HAZMAT DRIVER-MUST HOLD A CURRENT MEDICAL CERTIFICATE, 2 nd line type, VALID STATE DRIVER LICENSE REQUIRED and qualifying official signature, 3rd th line, type, EXPLOSIVES DRIVER ENDORSEMENT EXPIRES 10 AUG 2003 and/or "HAZARDOUS MATERIAL DRIVER ENDORSEMENT EXPIRES 10 AUG 2003" and signature of licensing examiner and on 4 th line if under 21, type VALID FOR USE ON-BASE ONLY (if applicable).

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID PAGE IF LAMINATED Page 2 of 3 CORRECTIVE LENS REQUIRED *MEDICAL CERTIFICATE REQUIRED	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
Date of Birth 10 Nov 75			Social Security No. xxxxx6780		Name and Location of Issuing Unit MTIC,MARDET FLW, MO 65473-5850	Type Vehicle and/or equipment M1123/998 (M500)
Height 70			Weight 195		Hair Color BRN	Capacity 2 ¼ TON
Eye Color GRN			Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		Qualifying Official <i>Dan Dailley</i>	
Date Issued 01 Dec 99			Date Expires 30 Nov 03		M1152 W/ARMOR (M500) 21/2 TON <i>Dan Dailley</i>	
					*MK23/25/27/28 (M500) 15 TON <i>Dan Dailley</i>	
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.						OTHER RECORDS (<i>Optional</i>)
NSN 7540-00-634-3999						50346-101

Figure A-7. OF-346; Standard License,

Restrictions Card# 1000-99 VOID PAGE IF LAMINATED		Page 3 of 3
QUALIFIED TO OPERATE		
Type Vehicle and/or equipment	Capacity	Qualifying Official
ENDORSEMENT PAGE ONLY	N/A	
*HAZARDOUS MATERIAL (M500)	FUEL	<i>Dan Dailley</i>
OTHER RECORDS (<i>Optional</i>) * HAZMAT DRIVER MUST HOLD CURRENT MEDICAL CERTIFICATE		
VALID STATE DRIVERS LICENSE REQUIRED <i>Dan Dailley</i>		
HAZMAT DRIVER ENDORSEMENT EXPIRES 10 AUG 2003 <i>Dan Dailley</i>		
UNDER 21 VALID FOR USE ON-BASE ONLY		
NSN 7540-00-634-3999		50346-101

Figure A-7. OF-346; Hazardous Material (FUEL) Endorsement Page, Under 21, On Base Only

Restrictions		
Card# 1000-99	VOID IF LAMINATED	PAGE 3 OF 3
QUALIFIED TO OPERATE		
Type Vehicle and/or equipment	Capacity	Qualifying Official
ENDORSEMENT PAGE ONLY		
*HAZARDOUS MATERIAL (M500)	AMMO	<i>Dan Dailey</i>
DRIVER 12-HR MT COURSE		
<p align="center">OTHER RECORDS (Optional)</p> <p>* EXPLOSIVE DRIVER MUST HOLD CURRENT MEDICAL CERTIFICATE</p>		
VALID STATE DRIVERS LICENSE REQUIRED		<i>Dan Dailey</i>
EXPLOSIVES DRIVER ENDORSEMENT EXPIRES 10 AUG 2003		<i>Dan Dailey</i>
<p>NSN 7540-00-634-3999</p> <p align="right">50346-101</p>		

A-12

OF-346: U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

Card number:	Number that is assigned to permit and entered into logbook
Name Operator:	Last name, first name and middle initial of operator
Sex:	M (male)/ F (female)
Signature of operator:	Payroll signature of operator
Date of birth of operator:	ddmmmyy
Social Security Number:	Last 4 as shown on operator's ID card
Name/location of issuing unit:	Unit, and address of the Licensing Office
Height:	Height of operator, in inches, as shown on ID card
Weight:	Current weight of operator
Hair color:	Operator's hair color as shown on valid state operator's permit (if applicable)
Eye color:	Operator's eye color as shown on valid state operator's permit (if applicable)
Date issued:	Date license issued (ddmmmyy)
Date expires:	Date licensing official determines (ddmmmyy)
Signature/Title:	Payroll signature and title of Issuing Officer and unit licensing code
Restrictions:	List any and all restrictions to operator. Also, the following will be placed in this block: "VOID PAGE IF LAMINATED", Card #,. Place "Duplicate", "Corrective Lens Required", "Hearing Aid Required", "Learners Permit Must Be Accompanied by a Licensed Driver", Shop Use Only, Card #, and Page 2 of 3 entries (if applicable). If the operator is a graduate of the Military Motorcycle Maintenance Course, his/her license will be restricted to "***HARD SURFACE ROAD ONLY". Enter double asterisks to the left of "Hard Surface Road Only" and Military Motorcycle.
Type of vehicle:	Enter TYPES of vehicle qualified to operate and licensing code from Official who originally trained the operator
Capacity:	Maximum capacity of vehicle being licensed for
Qualifying Official:	Payroll signature of licensing examiner
Other records:	Additional vehicles authorized to operate or carry

Note: Learner's Permits are allowed to be laminated

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 LEARNERS PERMIT MUST BE ACCOMPANIED BY A LICENSED DRIVER	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
				Type Vehicle and/or equipment M1152 W/ARMOR (M500)	Capacity 2 1/2 TON	Qualifying Official <i>Dan Dailby</i>
Date of Birth 10 Nov 75	Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC, MARDET FLW, MO 65473-5850			
Height 70	Weight 195	Hair Color BRN	Eye Color GRN	Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		
Date Issued 01 Dec 99		Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)		
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					NSN 7540-00-634-3999 50346-101	

Figure A-9. OF-346; Learner's Permit

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 **HARD SURFACE ROAD ONLY SHOP USE ONLY VOID PAGE IF LAMINATED	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
				Type Vehicle and/or equipment M1123/998 (M400)	Capacity 2 1/4 TON	Qualifying Official <i>Dan Dailby</i>
Date of Birth 10 Nov 75	Social Security No. xxxxxx6780		Name and Location of Issuing Unit LOS, MCCSSS, MCB CLNC 28542		**M1030M1 (M400)	650CC <i>Dan Dailby</i>
Height 70	Weight 195	Hair Color BRN	Eye Color GRN	Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M400)		
Date Issued 01 Dec 99		Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)		
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					NSN 7540-00-634-3999 50346-101	

Figure A-10. OF-346, Shop Use Only License

SKILL AND ROAD TEST SCORE SHEET

NAVMC 10965 (REV. 1-88) SN: 0109-LF-064-7900
(Supersedes NAVFAC Forms 9-11240/11 and 9-11240/12, and NAVEXOS 1974 for USMC use.)

NAME _____

SKILL TEST

DATE _____

INSTRUCTIONS

1. Applicant must pass all tests.

2. Test No. 2 must be taken in largest vehicle for which qualification is sought.

3. Other tests may be taken in any vehicle up to and including the largest vehicle.

4. License Examiner should ride with applicant in Test No. 3.

5. Numbers to the left of operator faults indicate number of points off for each occurrence.

6. Detailed testing instructions are contained in Licensing Official's Handbook, Chapter 4.

Pass ☐ Fail ☐

SUMMARY

(Failed Test No. ____)

(11240)

TEST NO. 1 DRIVING ON A STRAIGHT LINE, 100 FEET

Points Off

FORWARD, FAILS TO:

1 Operate vehicle smoothly

2 Keep wheel touching line

2 Move vehicle continuously (no stops)

2 Stop smoothly at end of 100 feet

1 Maintain acceptable RPM's (no racing or lunging).

1 Shift gears smoothly (no clashing)

1 Keep engine from stalling

BACKWARD, FAILS TO:

1 Operate vehicle smoothly

2 Keep wheel touching line

2 Move vehicle continuously (no stops)

1 Keep door closed entire distance

2 Stop smoothly at end of 100 feet

1 Maintain acceptable RPM's (no racing or lunging).

1 Keep engine from stalling

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____

TEST NO. 2 GAUGING SPACE WHEN STEERING IN CLOSE LIMITS

Points Off

Forward:

2 Stanchions touched, forward

2 Limit lines touched, forward

Backward:

2 Stanchions touched, backward

2 Limit lines touched, backward

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____

TEST NO. 3 SMOOTH STOP IN 40 FEET FROM 20 MPH

Points Off

1 Uneven speed through approach

2 Jerks vehicle or steers uncertainly

5 Hits stanchions (left or right)

5 Stops abruptly or jerkily

2 Stops short of line

5 Front bumper crosses line

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____

TEST NO. 4 BACKING-UP TO A DOCK

Points Off

1 Fails to sound horn

3 Hits Dock

2 Parks with NEAR side of vehicle further than 6" from dock

2 Parks with FAR side of vehicle further than 24" from dock

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____

TEST NO. 5 PREVENTATIVE MAINTENANCE CHECKS AND SERVICES

TM USED: _____

Located in TM

Located on Vehicle

1 Exterior of Vehicle

1 Tires

1 Exhaust System

1 Air Intake System

1 Fuel Filter

1 Batteries

1 Underbody

1 Frame

1 Fuel System

1 Surge Tank

1 Engine Oil Level

1 Drive Belts

1 Engine Operation

1 Instruments

1 Brake System

1 Power Steering Pump

1 Transmission

1 Transfer Case

1 Differentials

1 Hubs

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____

REMARKS

LICENSE EXAMINER'S SIGNATURE _____

Figure A-11. NAVMC 10965; Skill and Road Test Score Sheet (Side 1)
This form will be locally reproduced until stocks are available.

A-15

DATE _____

EXAMINER _____

ROAD TEST

(11240)

FINAL SCORE = 100 MINUS _____

TYPE OF VEHICLE USED IN TEST _____

SUMMARY

Pass ☐ Fail ☐

Final Score: _____

INSTRUCTIONS

1. Road test course to be approximately 5 miles long and include at least 80% of specified situations.

2. Examiner rides with applicant during test, observing performance and placing tally mark in front of each error made.

3. Numbers to left of faults indicate number of points off for each occurrence. Perfect score is 100. Subtract total points off from 100 to determine final score.

4. Minimum passing grade is final score of 80%.

5. Detailed testing instructions are contained in Licensing Official's Handbook, Chapter 4.

CHECK BEFORE OPERATION	TURNS	USE OF CONTROLS
<p>FAILS TO:</p> <p>-1 _____ INSPECT TIRES</p> <p>-1 _____ USE CURBSIDE DOOR (IF PRACTICABLE)</p> <p>-1 _____ ADJUST SEAT</p> <p>-1 _____ ADJUST MIRROR</p> <p>-1 _____ SOUND HORN</p> <p>-1 _____ CHECK HEAD AND TAIL LIGHTS</p> <p>-1 _____ CHECK STOP LIGHT</p> <p>-1 _____ TEST FOOT BRAKES</p> <p>-1 _____ TEST HAND BRAKE</p> <p>-1 _____ CHECK DOORS FOR PROPER CLOSING</p> <p>STARTING MOTOR</p> <p>-1 _____ DISENGAGE CLUTCH AND GEARS</p> <p>-1 _____ WARM MOTOR PROPERLY</p> <p>-1 _____ TEST WINDSHIELD WIPER</p> <p>LEAVING CURB</p> <p>-2 _____ LOOK BACK AND CHECK TRAFFIC CONDITIONS</p> <p>-2 _____ GIVE PROPER SIGNAL</p> <p>-2 _____ WAIT FOR PASSING TRAFFIC</p> <p>-1 _____ RELEASE HAND BRAKE</p> <p>-1 _____ MAKE SMOOTH START</p> <p>SPEED</p> <p>-3 _____ EXCEEDS SPEED LIMIT</p> <p>-3 _____ TOO FAST FOR CONDITIONS</p> <p>-3 _____ TOO SLOW FOR CONDITIONS</p> <p>-3 _____ ERRATIC—VARIES SPEED TOO MUCH</p>	<p>FAILS TO:</p> <p>-2 _____ FROM WRONG LANE</p> <p>-2 _____ INTO WRONG LANE</p> <p>-2 _____ CUTS CORNER</p> <p>-2 _____ TOO WIDE OR SWERVES</p> <p>-2 _____ TOO FAST</p> <p>-2 _____ WITHOUT PROPER SIGNAL</p> <p>OVERTAKING—PASSING</p> <p>-3 _____ FOLLOWS TOO CLOSELY</p> <p>-2 _____ FAILS TO SIGNAL (HAND, LIGHTS, HORN)</p> <p>-2 _____ CUTS IN TOO SOON</p> <p>-2 _____ PASSES IN INTERSECTION</p> <p>-2 _____ PASSES ON HILL, CURVE, ETC.</p> <p>FAILS TO:</p> <p>-2 _____ STOP WHERE REQUIRED</p> <p>-2 _____ LOOK BOTH WAYS</p> <p>-2 _____ SLOW DOWN AND LISTEN</p> <p>-2 _____ SELECT PROPER GEAR BEFORE CROSSING</p> <p>PARKING</p> <p>-1 _____ GIVE PROPER SIGNAL</p> <p>-1 _____ PARK WITHIN TWO BACKINGS</p> <p>-1 _____ AVOID RUBBING CURB</p> <p>-1 _____ AVOID HITTING VEHICLE OR STANCHION</p> <p>-1 _____ SET HAND BRAKE</p> <p>-1 _____ PARK WITHIN 12 INCHES OF CURB</p> <p>-2 _____ ALIGN PROPERLY WITH LOADING DOCK</p>	<p>FAILS TO:</p> <p>-1 _____ RIDES CLUTCH</p> <p>-1 _____ CLASHES OR SELECTS WRONG GEAR</p> <p>-1 _____ BOTH HANDS NOT ON WHEEL</p> <p>-1 _____ RACES OR STALLS ENGINE</p> <p>-1 _____ SLIPS CLUTCH TO HOLD VEHICLE</p> <p>-1 _____ IN GEAR, CLUTCH DEPRESSED, AT TRAFFIC LIGHT</p> <p>SLOWING OR STOPPING</p> <p>FAILS TO:</p> <p>-2 _____ GIVE PROPER SIGNAL</p> <p>-2 _____ LOOK IN MIRROR</p> <p>-2 _____ STOP SMOOTHLY</p> <p>-2 _____ MAKE FULL STOP, IN PROPER POSITION, AT STOP SIGNS</p> <p>-1 _____ SLOW DOWN BY COMPRESSION</p> <p>BACKING</p> <p>FAILS TO:</p> <p>-2 _____ LOOK BEHIND VEHICLE FIRST</p> <p>-2 _____ BACK SLOWLY (SOUND HORN IF NECESSARY)</p> <p>-1 _____ BACK SMOOTHLY</p> <p>-1 _____ USE A GUIDE IF NECESSARY</p> <p>ATTENTION</p> <p>FAILS TO:</p> <p>-2 _____ ANTICIPATE ACTIONS OF OTHER DRIVERS OR PEDESTRIANS</p> <p>-2 _____ KEEP ATTENTION ON DRIVING</p> <p>-2 _____ LIMIT TALKING TO MINIMUM</p> <p>-2 _____ DRIVE IN PROPER LANE</p> <p>-2 _____ OBSERVE SIGN OR SIGNAL</p> <p>ATTITUDE</p> <p>-3 _____ DEFENDS ON OTHERS FOR SAFETY</p> <p>-3 _____ INSISTS ON LEGAL RIGHT-OF-WAY</p> <p>-3 _____ UNNECESSARY HORN BLOWING</p> <p>-3 _____ FAILS TO YIELD RIGHT-OF-WAY TO PEDESTRIANS</p> <p>-3 _____ FAILS TO YIELD RIGHT-OF-WAY TO OTHER VEHICLES</p> <p>-3 _____ OVERCONFIDENCE OR COCKINESS</p> <p>-3 _____ TIMIDITY OR LACK OF ASSURANCE</p>

REMARKS:

LICENSE EXAMINER'S SIGNATURE

Figure A-12. Road Test Score Sheet (Side 2)
This form will be locally reproduced until stocks are available

SAMPLE DRIVERS LOG

NAME:	Full name of individual operating vehicle
RANK:	Rank of individual operating vehicle
SSN:	Last 4 SSN of individual operating vehicle
UNIT:	Unit from which individual operating vehicle is from
PHONE:	Phone number of individual operating vehicle
START DATE:	Date driving log started (mm/dd/yy)
END DATE:	Date driving log complete (mm/dd/yy)
DATE:	Date vehicle is operated (mm/dd/yy)
ADMIN NUMBER:	Administrative number for driver
VEHICLE NUMBER	USMC Serial number
VEH TYPE:	Type of vehicle being operated
START MILES:	Miles shown on vehicle odometer
END MILES:	Miles shown on vehicle odometer
START TIME:	Time started operating vehicle
END TIME:	Time ending vehicle operation
CONDITION CODES:	Add all applicable condition codes from legend
TOTAL MILES:	Total miles driven
OBSERVING OFFICIAL SIGNATURE:	Payroll signature of observing official
SIGNATURE: MTO/MTC:	Payroll signature of MTO/MTC
PRINT NAME	Print name of MTO/MTC signature and date

DRIVER LOG

UNIT

PHONE _____

START DATE

END DATE

[illegible]

MTO/MTC SIGNATURE

PRINT

CONDITIONS LEGEND

TL=TOWED LOAD

ON = ON ROAD A = ARMORED

OFF = OFF ROAD D = DEFENSIVE DRIVING

C = IN CONVOY NVG = NVG CFS

ND = NIGHT DRIVING VR = VEHICLE RECOVERY

BO = BLACK OUT T = TOWING

Figure A-13. Sample Drivers Log

STUDENT DRIVERS LOG

NAME:	Full name of individual operating vehicle
RANK:	Rank of individual operating vehicle
SSN:	Last 4 of SSN of individual operating vehicle
UNIT:	Unit from which individual operating vehicle is from
PHONE:	Phone number of individual operating vehicle
START DATE:	Date driving log started (mm/dd/yy)
END DATE:	Date driving log complete (mm/dd/yy)
DATE:	Date vehicle is operated (mm/dd/yy)
ADMIN NUMBER:	Administrative number for driver
VEHICLE NUMBER	USMC Serial number
START MILES:	Miles shown on vehicle odometer
END MILES:	Miles shown on vehicle odometer
VEH TYPE:	Type of vehicle being operated
START TIME:	Time started operating vehicle
END TIME:	Time ending vehicle operation
PRIMARY OPERATOR:	Name of primary operator
SIGNATURE: PRIMARY OPERATOR:	Payroll signature of operator
CONDITION CODES:	Add all applicable condition codes from legend
TOTAL MILES:	Total miles driven
OBSERVING OFFICIAL SIGNATURE:	Payroll signature of observing official
SIGNATURE: MTO/MTC:	Payroll signature of MTO/MTC
PRINT NAME	Print name of MTO/MTC signature and date

STUDENT DRIVER LOG											
NAME _____				UNIT _____							
RANK _____				PHONE _____							
SSN _____				START DATE _____							
				END DATE _____							

DATE	ADMIN NUMBER	VEHICLE NUMBER	VEHICLE TYPE	START MILES	END MILES	START TIME	END TIME	PRIMARY OPERATOR	Validated by signature	CONDITION CODES	TOTAL MILES

MTO/MTC SIGNATURE

PRINT

CONDITIONS LEGEND

OR = OFF ROAD

ON = ON ROAD

OB = OFF BASE

ND = NIGHT DRIVE

BO = BLACKOUT DRIVE

NVG = NVG OPS

Figure A-14. Sample Student Drivers Log

MEDICAL EXAMINER'S CERTIFICATE FOR DRIVERS NAVMC 10970 (4-75)	
<i>I certify that I have examined</i>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">(Driver's name (Print))</div>	
<div style="font-size: x-small;">in accordance with the Motor Carrier Safety Regulations (49 CFR 391.49-391.49) and with the knowledge of his duties, I find him qualified under the regulations.</div> <div style="font-size: x-small;"> <input type="checkbox"/> Qualified only when wearing corrective lenses <input type="checkbox"/> Qualified only when wearing a hearing aid </div> <div style="font-size: x-small;">A completed examination form for this person is on file at</div>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">(Licensing Office Address)</div>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">(Name of examining doctor (Print))</div>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="font-size: x-small;">(Date of Exam)</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="font-size: x-small;">(Signature of examining doctor)</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="font-size: x-small;">(Date expires)</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="font-size: x-small;">(Signature of driver)</div>
<div style="display: flex; justify-content: space-between; font-size: x-small;"> SN 0109-LF-064-B200 U/I PG OF 100 (11240) </div>	

Figure A-15. NAVMC 10970, Medical Examiner's Certificate for Drivers

APPENDIX B

VEHICLE RECORDS CHECK PROCEDURES

B-1. GENERAL BACKGROUND. US Investigations Services (USIS) is the largest supplier of background investigations to the federal government. The USIS provides access to a web-based driver's record identification database at www.usis.com and confirms that an applicant holds a valid driver's license and report violations, licenses that have been denied, suspended, or revoked for a period dating back a number of years, depending upon the severity of the offense. The Vehicle Records (VR) Checks replaces the National Drivers Records (NDR) check process and this service has now been expanded and available to Federal agencies with direct access to records from all 50 states and VR Express for 41 states (see VR Table for state-by-state availability). Access to USIS website and the VR database will be completed by MEF authorized personnel only for all Applicants. The following contact information is provided.

USIS Screening and Information Services
Background and Drug Testing Program
4500 S. 129th East Avenue, Suite 200
Tulsa, OK 74134-5885
866-205-6129

B-2. VR "SEARCH TECHNIQUES". When a state agency withdraws, suspends, revokes, or denies a driver's license to an applicant, it reports the applicant's name and other identifying data to the Department of Motor Vehicles DMV. DMV holds this information in its computer banks indefinitely. When an individual applies for a driver's license in any state, or applies for an OF 346, the VR searches its data banks to determine if the individual's license has been withdrawn. When a probable "match" is made, that is, when it appears that an applicant is the person whose license was withdrawn or denied by a state agency, DMV immediately forwards this information to the state or federal agency where the individual has applied for a new license.

B-3. INITIAL INQUIRY. The inquiry described in this paragraph is normally accomplished as part of the initial interview; Chapter 3. Have the applicant complete a locally generated request or search of VR. Make sure the applicants know they are to print clearly. In order to accurately process the form, it is essential that the individual's name and date of birth are accurate. It is the responsibility of the licensing official to verify the accuracy of this information. Inspect each completed form to ensure it is legible and authorized personnel will input data into the VR website:

B-4. ACTION FOLLOWING COMPLETION OF AN INQUIRY FORM. The VR will reply to inquiries only if it finds a probably match between the applicant and a driver who has had his/her license withdrawn or denied by a state licensing authority. Since such reports occur in a minimum of cases, continue to process the individual's OF 346.

APPENDIX C

LICENSING OFFICE CODE IDENTIFIERS

LICENSING CODE	COMMAND
M71	Commander Marine Corps Systems Command 2033 Barnett Avenue, Suite 315 MCB, Quantico, VA 22134-5010
M72	Instructor Battalion The Basic School 24164 Belleau Avenue Marine Corps Combat Development Command MCB, Quantico, VA 22134-5010
M73	Drivers Training Branch, Safety Division Headquarters Company, Headquarters & Service Battalion MCB, Quantico, VA 22134-5010
M74	Commanding Officer Marine Barracks 8 th & I Streets S.E. Washington, DC 20390-5000
M75	Commanding Officer MCTSSA Box 555171 MCB Camp Pendleton, CA 92055-5171
M76	Commanding Officer HQ Bn, HQMC Henderson Hall 1555 Southgate Road Arlington VA 22214-0000
M77	Commanding General Marine Corps Combat Development Command Quantico, VA 22134 Attn: Base Motor Transport Office
M101	Commanding General 2 nd Marine Division MARFORLANT Camp Lejeune, NC 28542

LICENSING CODE

COMMAND

M102	Commanding General 2 nd Marine Logistics Group MARFORLANT Camp Lejeune, NC 28542
M103	Commanding General 2 nd Marine Aircraft Wing MARFORLANT MCAS, Cherry Point, NC 28533-0013
M104	Commanding Officer Marine Wing Support Squadron 272 MARFORLANT MCAS, New River, NC 28545-1002
M105	Commanding Officer Marine Wing Support Squadron 273 MARFORLANT MCAS, Beaufort, SC 29904
M106	Commanding Officer II Marine Expeditionary Force Headquarters Group MARFORLANT Camp Lejeune, NC 28542
M107	Commanding Officer 8 th Communication Battalion MARFORLANT Camp Lejeune, NC 28542
M108	Commanding Officer Twenty Second Marine Expeditionary Unit MARFORLANT Camp Lejeune, NC 28542
M109	Commanding Officer Twenty Fourth Marine Expeditionary Unit MARFORLANT Camp Lejeune, NC 28542
M110	Commanding Officer Twenty Sixth Marine Expeditionary Unit MARFORLANT Camp Lejeune, NC 28542

LICENSING CODE	COMMAND
M111	Commanding Officer Marine Corps Security Force Battalion MARFORLANT Norfolk, VA 23515-2596
M112	Commanding Officer Chemical & Biological Initial Response Force Camp Lejeune, NC 28542
M113	Commanding General Marine Corps Recruit Depot/Eastern Recruiting Region P.O. Box 19001 Parris Island, SC 29905-9001
M114	Commanding Officer Marine Corps Air Station Beaufort, SC 29904-5000
M115	Commanding General Attn: Base Motor Transport Officer Marine Corps Base Camp Lejeune, NC 28542
M116	Commanding General MARSOC MARFORCOM II MEF Camp Lejeune, NC 28542
M117	Commanding General Marine Corps Air Station PSC Box 8003 Cherry Point, NC 28533-0003 Attn: Station Motor Transport Officer
M200	Commanding General III Marine Expeditionary Force MARFORPAC Unit 35601 FPO AP, CA 96606-5601

LICENSING CODE

COMMAND

M201-M203

Commanding General
3rd Marine Logistics Group
Unit 38401
FPO AP, CA 96604-8401
Attn: G3/LMCC

M204

Commanding Officer
Combat Service Support Group 3
3rd Marine Logistics Group
MARFORPAC
Marine Corps Base, Hawaii
Kaneohe, HI 96863

M205

Commanding Officer
3rd Transportation Support Battalion
3rd Marine Logistics Group
Unit 38401
FPO AP, CA 96604-8401

M206

Commanding Officer
9th Engineer Support Battalion
3rd Marine Logistics Group
Unit 38401
FPO AP, CA 96604-8401

M207

Commanding Officer
Headquarters and Service Battalion
3rd Marine Logistics Group
Unit 38401
FPO AP, CA 96604-8401

M208

Commanding Officer
3rd Material Readiness Battalion
3rd Marine Logistics Group
Unit 38401
FPO AP, CA 96604-8401

M209

Commanding Officer
Combat Service Support Detachment 36
3rd Marine Logistics Group
Unit 38401
FPO AP, CA 96604-8401

LICENSING CODE	COMMAND
M210	Commanding General 3 rd Marine Division Unit 38401 FPO AP, CA 96604-8401
M211	Commanding General 1 st Marine Aircraft Wing MARFORPAC Camp Butler, Japan FPO Seattle, WA
M212	Commanding Officer Marine Wing Support Squadron-171 1 st Marine Aircraft Wing MARFORPAC PSC 561 FPO AP, CA 96310-0029
M213	Commanding Officer 3 rd Marine Expeditionary Force Headquarters Group 3 rd Marine Expeditionary Force Unit 35601 FPO AP, CA 96606-5601
M214	Commanding Officer 31 st Marine Expeditionary Unit 3 rd Marine Expeditionary Force Unit 35601 FPO AP, CA 96606-5601
M215	Commanding Officer 7 th Communication Battalion MARFORPAC MCB Camp Butler, Okinawa, Japan FPO AP 96373-5001
M216	Commanding Officer School of Infantry (SOI West) Marine Corps Base Camp Pendleton, CA 92055-5061

LICENSING CODE

COMMAND

M217	Commanding General Attn: AC/S Safety Division Marine Corps Base Camp Smedley D. Butler Okinawa UNIT 35001 FPO AP 96373-5001
M218	Commanding General Marine Corps Base Hawaii Attn: Motor Transport Officer (GME) P.O. Box 63082 MCBH Kaneohe Bay, HI 96863-3082
M219	Assistant Chief of Staff, Logistics Southwest Region Fleet Transportation (SWRFT) Box 555014 Camp Pendleton, CA 92055-5014
M220	Commanding Officer Headquarters & Service Battalion Marine Force Pacific Camp H. M. Smith, HI 96863
M221	Commanding General Attn: Station Motor Transport Officer MCAS Yuma, AZ 85364
M222	Commanding Officer Marine Corps Communication-Electronics School Marine Corps Air Ground Task Force Training Command P.O. Box 788251 Twentynine Palms, CA 92278-8251
M223	Commanding General Marine Air Ground Task Force Training Command Twentynine Palms, CA 92278-8102
M224	Commanding Officer 7 th Marine Regiment, 1 st MARDIV Box 788260 Twentynine Palms, CA 92278-8260

LICENSING CODE	COMMAND
M225	Commanding Officer 3 rd Marine (-) (Rein) Box 63004 MCBH Kaneohe Bay, HI 96863-3004
M226	Commanding Officer 1 st Battalion (-) (Rein) 12 th Marines 12 th Marine Regiment, 3 rd Marine Division MEF Hawaii Box 63024 MCBH Kaneohe Bay, HI 96863
M251	Commanding General 1 st Marine Division MARFORPAC MCB Camp Pendleton, CA 92055
M251A	Commanding Officer 11th Marine Regiment, 1 st MARDIV Box 555380 Camp Pendleton, CA 92055-5380
M251B	Commanding Officer 1 st Marine Special Operations Battalion Box 555341 Camp Pendleton, CA 92055-5341
M252	Commanding Officer 1 st Marine Expeditionary Force Command Element 1 st Marine Expeditionary Force MARFORPAC MCB Camp Pendleton, CA 92055
M253	Commanding Officer 11 th Marine Expeditionary Unit MARFORPAC MCB Camp Pendleton, CA 92055
M254	Commanding Officer 13 th Marine Expeditionary Unit MARFORPAC MCB Camp Pendleton, CA 92055

LICENSING CODE

COMMAND

M255	Commanding Officer 15 th Marine Expeditionary Unit MARFORPAC MCB Camp Pendleton, CA 92055
M261	Commanding Officer Marine Wing Support Squadron-371 Marine Wing Support Group-37 3 rd Marine Aircraft Wing MARFORPAC MCAS Yuma, AZ 85369
M262	Commanding Officer Marine Wing Support Squadron-372 Marine Wing Support Group-37 3 rd Marine Aircraft Wing MARFORPAC MCAF, Camp Pendleton, CA 92055
M263	Commanding Officer Marine Wing Support Squadron-373 Marine Wing Support Group- 37 3 rd Marine Aircraft Wing MARFORPAC MCAS Miramar, CA 92146
M264	Commanding Officer Marine Wing Support Squadron-374 Marine Wing Support Group-37 3 rd Marine Aircraft Wing MARFORPAC
M265	Commanding Officer Marine Air Control Group-38 3 rd Marine Aircraft Wing MARFORPAC MCAS Miramar, CA 92146
M271	Commanding General 1 st Marine Logistics Group MARFORPAC Camp Pendleton, CA 92055

LICENSING CODE	COMMAND
M291	<p>Commanding Officer 1st Marine Expeditionary Group Headquarters Group 1st Marine Expeditionary Group MARFORPAC Camp Pendleton, CA 92055</p>
M292	<p>Commanding Officer 9th Communication Battalion MARFORPAC MCB Camp Pendleton, CA 92055</p>
M400	<p>Commanding Officer Logistics Operation School Marine Corps Combat Service Support Schools Camp Lejeune, NC 28542</p>
M401	<p>Commanding Officer School of Infantry, East Marine Corps Combat Service Support Schools Camp Lejeune, NC 28542</p>
M500	<p>Commanding Officer Motor Transport Instruction Company Marine Corps Detachment 686 Minnesota Ave Fort Leonard Wood, MO 65473-8963</p>
M501	<p>Commanding Officer Military Police/Nuclear, Biological & Chemical Instruction Company Marine Corps Detachment 686 Minnesota Ave Fort Leonard Wood, MO 65473-8963</p>
M600	<p>Commanding General Marine Corps Logistics Command 814 Radford Blvd, Ste 20301 Albany, GA 31704-0301 Attn: Maintenance Center Albany, Maintenance Center Barstow, FSD Albany, FSD Barstow, Blount Island Command</p>

LICENSING CODE

COMMAND

M700

Commanding Officer
Marine Corps Detachment
Goodfellow Air Force Base
San Angelo, TX 76902

M701

Commanding Officer
Marine Aviation Training Support Group-21
Naval Air Station Pensacola
Pensacola, FL 32508

M702

Commanding Officer
1st Radio Battalion
1st Marine Expeditionary Force
MCB, Camp Pendleton, CA 92055

LICENSING CODE	RESERVE COMMANDS
M300	Commanding General Headquarters Marine Forces, Reserve 4400 Dauphine Street New Orleans, LA 70146
M300A	3 rd Civil Affairs Group, MARFORRES Box 555123 Camp Pendleton, CA 92055-5123
M300B	4th Civil Affairs Group, MARFORRES 190 Poremba Ct. Ste 108 Washington DC 20373-5817
M301	Commanding Officer Headquarters Battalion Marine Forces, Reserve 4400 Dauphine Street New Orleans, LA 70146
M301A	MP Co (-), HQ Bn, 4th Marine Division 6400 Bloomington Road Twin Cities, MN 55111
M301B	Comm Co (-), HQ Bn, 4th Marine Division 3190 Gilbert Avenue Cincinnati, OH 45207
M301C	Det Communications Co, H&S Bn, 4th Marine Division 3010 Whiteriver Pkwy E Dr Indianapolis, IN 46208
M301D	1st and 2d Plt, Truck Co, HQ Bn, 4th Marine Division 621 Industrial Park Dr Ebensburg, PA 15931
M301E	Truck Co (-), HQ Bn, 4th Marine Division 3938 Old French Road Erie, PA 16504

LICENSING CODE

RESERVE COMMANDS

M302	Commanding Officer 23 rd Marine Regiment Marine Corps Reserve Center 900 Commodore Lane San Bruno, CA 94066
M303	Commanding Officer 1 st Battalion, 23 rd Marine Regiment 1902 Old Spanish Trail Houston, TX 77054-2097
M303A	Weapons Co, 1st Bn, 23rd Marines 4610 Fairview Dr. Austin, TX 78731
M303B	Co B, 1st Bn, 23rd Marines 1440 Swan Lake Road Bossier City, LA 71111
M303C	Co C (-), 1st Bn, 23rd Marines 1430 Dimmit Drive, Suite 134 Corpus Christi, TX 78419
M303D	Det Co C, 1st Bn, 23rd Marines 1300 Teege Avenue Harlingen, TX 78550
M304	Commanding Officer 2 nd Battalion, 23 rd Marine Regiment Navy-Marine Corps Reserve Center 2755 East Sierra Madre Blvd Pasadena, CA 91107
M304A	H&S Co, 2nd Bn, 23rd Marines 2755 East Sierra Madre Blvd Pasadena, CA 91107
M304B	Co E, 2nd Bn, 23 rd Marines Regiment 900 Commodore Lane San Bruno, CA 94066
M304C	Co F (-), 2nd Bn, 23rd Marines 116 Pollock Road Salt Lake City, UT 84113

LICENSING CODE	RESERVE COMMANDS
M304D	Co G, 2nd Bn, 23rd Marines Bldg 20, Yorktown Street Los Alamitos, CA 90720
M304E	Weapons Co, 2nd Bn, 23rd Marines MCRC Bldg 6, NCBC Port Hueneme, CA 93043
M304F	Det Co F, 2nd Bn, 23rd Marines 5755 Blytheville Drive Las Vegas, NV 89191
M305	Commanding Officer 3d Battalion, 23 rd Marine Regiment CRC 492 Olsen Ave Belle Chasse, LA 70037
M305A	H&S Co, 3rd Bn, 23rd Marines 492 Olsen Ave Belle Chasse, LA 70037
M305B	Co I, 3rd Bn, 23rd Marines 8005 Camp Robinson Road Little Rock, AR 72118
M305C	Co L, 3rd Bn, 23rd Marines 1650 Federal Drive Montgomery, AL 36107
M305D	Co K, 3rd Bn, 23rd Marines 3114 Jackson Avenue Memphis, TN 38112
M305E	Weapons Co, 3rd Bn, 23rd Marines 8410 General Chennault Drive Baton Rouge, LA 70807
M306	Commanding Officer 24 th Marine Regiment 3805 155th Street, Dyess Hall Kansas City, MO 64147

LICENSING CODE

RESERVE COMMANDS

M306A	H&S Co, 24th Marines, 4th Marine Division 3805 155th Street, Dyess Hall Kansas City, MO 64147
M307	Commanding Officer 1 st Battalion, 24 th Marine Regiment Navy-Marine Corps Reserve Center 27601 C Street Selfridge, MI 48045
M307A	H&S Co, 1st Bn, 24th Marines 27601 C Street Selfridge, MI 48045
M307B	Co A, 1st Bn, 24th Marines 1863 Monroe, NW Grand Rapids, MI 49505
M307C	Co B, 1st Bn, 24th Marines 3500 Douglass Street Saginaw, MI 48601
M307D	Co C, 1st Bn, 24th Marines 1620 East Saginaw Street Lansing, MI 48912
M307E	Weapons Co, 1st Bn, 24th Marines 28828 Glenwood Road Perrysburg, OH 43551
M308	Commanding Officer 2 nd Battalion, 24 th Marine Regiment JJMMCRTC 3034 West Foster Avenue Chicago, IL 60625-4830
M308A	H&S Co, 2nd Bn, 24th Marines 3034 W. Foster Avenue Chicago, IL 60625
M308B	Co E (-), 2nd Bn, 24th Marines Bldg 47, Dickman Avenue Des Moines, IA 50315

LICENSING CODE	RESERVE COMMANDS
M308C	Co F, 2nd Bn, 24th Marines 2401 South Lincoln Memorial Drive Milwaukee, WI 53207
M308D	Co G, 2nd Bn, 24th Marines 1430 Wright Street Madison, WI 53704
M308E	Weapons Co, 2nd Bn, 24th Marines 1721 McAree Road Waukegan, IL 60085
M309	Commanding Officer 3 rd Battalion, 24 th Marine Regiment 10810 Lambert International Blvd Bridgeton, MO 63044-3414
M309A	Det Co K, 3rd Bn, 24th Marines 10810 Lambert Intl. Blvd Bridgeton, MO 63044
M309B	H&S Co, 3rd Bn, 24th Marines 10810 Lambert Intl. Blvd Bridgeton, MO 63044
M309C	Co I, 3rd Bn, 24th Marines 160 White Bridge Road Nashville, TN 37209
M309D	Co L, 3rd Bn, 24th Marines 251 Donald May Road Johnson City, TN 37615
M309E	Weapons Co, 3rd Bn, 24th Marines 1110 North Fremont Avenue Springfield, MO 64147
M310	Commanding Officer 25 th Marine Regiment Navy-Marine Corps Reserve Center 14 Lexington St, Box 140 Devens, MA 01434

LICENSING CODE

RESERVE COMMANDS

M310A	HQ Co, 25th Marines, 4th Marine Division 14 Lexington St, Box 140 Devens, MA 01434
M311	Commanding Officer 1 st Battalion, 25 th Marine Regiment Marine Corps Reserve Center Camp Edwards, MA 02542-0013
M311A	Co A (-), 1st Bn, 25th Marines MCRTC, Topsham Annex, Bldg 339 Topsham, ME 04086
M311B	Co B, 1st Bn, 25th Marines 4 Harvey Road, Suite 107 (AFRC) Londonderry, NH 03053
M311C	Co C, 1st Bn, 25th Marines 1 Linsley Drive Plainville, CT 06062
M311D	H&S Co, 1st Bn, 25th Marines 53 Quebec St Devens, MA 01432
M312	Commanding Officer 2 nd Battalion, 25 th Marine Regiment Marine Corps Reserve Center 605 Stewart Avenue Garden City, NY 11530-4671
M312A	H&S Co, 2nd Bn, 25th Marines 605 Stewart Avenue Garden City, NY 11530
M312B	Co E, 2nd Bn, 25th Marines 2991 North 2nd Street Harrisburg, PA 17110
M312C	Co F, 2nd Bn, 25th Marines 780 Washington Avenue Albany, NY 12203

LICENSING CODE	RESERVE COMMANDS
M312D	Co G, 2nd Bn, 25th Marines MCRTC, Bldg 3306 Dover, NJ 07806
M313	Commanding Officer 3 rd Battalion, 25 th Marine Regiment Marine Corps Reserve Center 5572 Smith Road Brookpark, OH 44142-2027
M313A	H&S Co, 3rd Bn, 25th Marines 5572 Smith Road Brookpark, OH 44142
M313B	Co I, 3rd Bn, 25th Marines 3 Porter Avenue Buffalo, NY 14201
M313C	Weapons Co, 3rd Bn, 25th Marines 800 Dan Street Akron, OH 44310
M313D	Co L, 3rd Bn, 25th Marines 85 North Yearling Road Columbus, OH 43213
M313E	Co K, 3rd Bn, 25th Marines 1600 Lafayette Avenue Moundsville, WV 26401
M314	Commanding Officer 14 th Marine Regiment Navy-Marine Corps Reserve Training Building 245 Naval Air Station Dallas, TX 75211-9508
M314A	HQ Btry, 14th Marines, 4th Marine Division 4210 Hercules Rd, NAS JRB Fort Worth Fort Worth, TX 76127

LICENSING CODE

RESERVE COMMANDS

M315B	Battery A, 1 st Bn, 14 th MAR 4th MARDIV, FMF, USMCR P.O. Box 470610, Bldg 1301 Buckley AFB, Aurora, CO 80047
M316	Commanding Officer 2 nd Battalion, 14 th Marine Regiment Marine Corps Reserve Center 2300 Cold Spring Road Fort Worth, TX 76106-8401
M316A	HQ Btry, 2nd Bn, 14th Marines 312 Marine Forces Drive Grand Prairie, TX 75051
M316B	Btry D, 2d Bn, 14th Marines 4810 Pollard St El Paso, TX 79930
M316C	Btry F, 2nd Bn, 14th Marines 5316 South Douglas Blvd Oklahoma City, OK 73150
M316D	Btry K, 2nd Bn, 14th Marines 3506 S. Memorial Parkway Huntsville, AL 35801
M317	Commanding Officer 3 rd Battalion, 14 th Marine Regiment Armed Forces Reserve Center 2338-98 Woodhaven Road Philadelphia, PA 19154-1699
M317A	HQ Btry, 3rd Bn, 14th Marines 2838-98 Woodhaven Road Philadelphia, PA 19154
M317B	Btry G, 3rd Bn, 14th Marines Scotch Road, Mercer County Airport West Trenton, NJ 08628
M317C	Btry H, 3rd Bn, 14th Marines 6000 Strathmore Road Richmond, VA 23234

LICENSING CODE	RESERVE COMMANDS
M317D	Btry I, 3rd Bn, 14th Marines 615 Kenhorst Blvd Reading, PA 19611
M317E	Btry M, 3rd Bn, 14th Marines NMCRC, 4051 Amnicola Highway Chattanooga, TN 37406
M318	Commanding Officer Anti-Terrorism Bn, 4th Marine Division 101 4th Avenue Bessemer, AL 35023
M318A	Co A, Anti-Terrorism Bn, 4th Marine Division 439 Paul Road Rochester, NY 14684
M318B	Co B (-), Anti-Terrorism Bn, 4th Marine Division 2500 Tee Anchor Blvd Amarillo, TX 79104
M318C	Co C, Anti-Terrorism Bn, 4th Marine Division 4350 Officer Thomas Catchings Sr. Dr Jackson, MS 39209
M318D	Co D (-), Anti-Terrorism Bn, 4th Marine Division 5893 Wilkins Avenue Anchorage, AK 99506
M318E	Co E (-), Anti-Terrorism Bn, 4th Marine Division 101 4th Avenue Bessemer, AL 35023
M318F	Co F, Anti-Terrorism Bn, 4th Marine Division 1710 Surrey Street Lafayette, LA 70146
M318G	H&S Co, Anti-Terrorism Bn, 4th Marine Division 101 4th Avenue Bessemer, AL 35023
M318H	2 nd -3 rd Plt D CO AT Bn 2913 Gabel Road Billings, MT 59102

LICENSING CODE

RESERVE COMMANDS

M318I	SS Plt Support CO AT Bn 4601 Cocoa Ave. Reno, NV 89506-1298
M318J	Echo Co Minus AT Bn, MARFORRES 2910 Roberts Avenue Tallahassee, FL 32310-5098
M319	Commanding Officer 5 th Battalion, 14 th Marine Regiment Bldg 9, 800 Seal Beach Blvd Seal Beach, CA 90740
M319A	HQ Btry, 5th Bn, 14th Marines Bldg 14, 800 Seal Beach Blvd Seal Beach, CA 90740
M319B	Btry N, 5th Bn, 14th Marines 3551 San Gabriel River Parkway Pico Rivera, CA 90660
M319C	Btry O, 5th Bn, 14th Marines Bldg 14, 800 Seal Beach Blvd Seal Beach, CA 90740
M319D	Btry P, 5th Bn, 14th Marines 5101 North Assembly Street Spokane, WA 99205
M319E	Btry Q, 5th Bn, 14th Marines 7 N.Snowmass Street MS 4 Buckley AFB, CO 80011
M320	Commanding Officer 4 th Light Armored Infantry Battalion Marine Corps Reserve Center P.O. Box 555225 Camp Pendleton, CA 92054-5524
M320A	H&S Co, 4th Light Armored Recon Bn, 4th Marine Division, P.O. Box 555225 Camp Pendleton, CA 92055

LICENSING CODE	RESERVE COMMANDS
M320B	Co A, 4th Light Armored Recon Bn, 4th Marine Division P.O. Box 555225 Camp Pendleton, CA 92055
M320C	Co C, 4th Light Armored Recon Bn, 4th Marine Division MCRTC, Bldg 2620, 1700 Camp Williams Rd Riverton, UT 84065
M320D	Co D, 4th Light Armored Recon Bn, 4th Marine Division 26102 Bailey Avenue Quantico, VA 22134
M320E	Co E, 4th Light Armored Recon Bn, 4th Marine Division P.O. Box 36 Syracuse, NY 13211
M320F	Co B, 4th LAR Bn, 4th Marine Division Bldg 1240 Ft Detrick Frederick, MD 21702-5017
M321	Commanding Officer 4 th Assault Amphibian Battalion Marine Corps Reserve Center 5121 Gandy Boulevard Tampa, FL 33611-3099
M321A	H&S Co, 4th Assault Amphibian Bn, 4th Marine Division 5121 Gandy Blvd Tampa, FL 33611
M321B	Co A (-), 4th Assault Amphibian Bn, 4th Marine Division 7690 Shore Drive, Suite 100 Norfolk, VA 23521
M321C	Co B (-), 4th Assault Amphibian Bn, 4th Marine Division Box 44, Bldg 938, NAS Jacksonville Jacksonville, FL 32212
M321D	3 rd Plt Co A, 4th AABn 4901 CBC 3 rd St. Bldg 114 Gulfport, MS 39501-5008

LICENSING CODE

RESERVE COMMANDS

M321E	3 rd Plt B Co, 4th AASLT Amph Bn PO Box 1650 Galveston, TX 77553-1650
M322	Commanding Officer 4 th Combat Engineer Battalion Marine Corps Reserve Center 7000 Hamlet & Chesley Avenue Baltimore, MD 21234-7499
M322A	H&S Co, 4th Combat Engineer Bn, 4th Marine Division 7000 Hamlet Avenue Baltimore, MD 21234
M322B	Co A, 4th Combat Engineer Bn, 4th Marine Division 103 Lakeview Drive Charleston, WV 25313
M322C	Co B, 4th Combat Engineer Bn, 4th Marine Division 5301 Barnes Avenue NW Roanoke, VA 24019
M322D	Co C (Rein), 4th Combat Engineer Bn, 4th Marine Division 314 Graves Mill Road Lynchburg, VA 24502
M322E	Co D (Rein), 4th Combat Engineer Bn, 4th Marine Division 2101 Alcoa Highway Knoxville, TN 37920
M323	Commanding Officer 6 th Communications Battalion Navy-Marine Corps Reserve Center Fort Schuyler Bronx, NY 10465-4109
M323A	I-I AFRC, 6th Comm Bn 600 Albany Ave Amityville Li, NY 11701

LICENSING CODE	RESERVE COMMANDS
M324	Commanding Officer 4 th Reconnaissance Battalion Navy-Marine Corps Reserve Center 3837 Binz-Engleman Road San Antonio, TX 78219-2235
M324A	H&S Co, 4th Recon Bn, 4th Marine Division 3837 Binz-Engleman Road San Antonio, TX 78219
M324B	Co A (cadre), 4th Recon Bn, 4th Marine Division 3837 Binz-Engleman Road San Antonio, TX 78219
M324C	Co B (-), 4th Recon Bn, 4th Marine Division 2915 Gabel Rd Billings, MT 59102
M324D	Co D, 4th Recon Bn, 4th Marine Division 400 Wyoming Blvd NE, Box L Albuquerque, NM 87123
M324E	Det H&S Co, 4th Recon Bn, 4th Marine Division 5893 Wilkins Avenue Anchorage, AK 99506
M324F	Det 4th Force Recon Co, 4th Marine Division 4601 Cocoa Avenue Reno, NV 89506
M324G	4th Force Recon Co (-), 4th Marine Division Box 6340, MCB, Hawaii Kaneohe Bay, HI 96863
M324H	3rd Force Recon Co, 4th Marine Division 4851 Museum Drive Mobile, AL 36608
M324I	4th FORECON Co, 4th Marine Division 2144 Clement Ave Alameda, CA 94501-1486

LICENSING CODE

RESERVE COMMANDS

M324J	B Co, 4th Recon Bn, MARFORRES 1880 Roswell St. SE Smyrna, GA 30080-2216
M325	Commanding Officer 4 th Tank Battalion 9955 Pomerado Road San Diego, CA 92145-5295
M325A	H&S Co, 4th Tank Bn, 4th Marine Division 9955 Pomerado Road San Diego, CA 92131
M325B	Co A, 4th Tank Bn, 4th Marine Division 9955 Pomerado Road San Diego, CA 92131
M325C	Co B, 4th Tank Bn, 4th Marine Division 1702 Tahoma Avenue Yakima, WA 98902
M325D	Co C, 4th Tank Bn, 4th Marine Division 4087 W. Harvard St, Bldg 800, Gowen Field Boise, ID 83705
M325E	Co D, 4th Tank Bn, 4th Marine Division NMCRC, 1265 Z St Riverside, CA 92518
M325F	Anti-Tank Training Co, 4th Marine Division 1101 North 6th Street Broken Arrow, OK 74012
M325G	AT (TOW) Co, 4 th Tank Bn NMCRTC 18650 NW 62 nd Avenue Hialeah, FL 33015-6009
M325H	Co E 4 th Tank Bn MARFORRES 7 th Armored Div Cutoff Rd. Bldg.7241 Fort Knox, KY 40121-5770
M325I	Co F 4 th Tank Bn 4th MARDIV PSC Box 20110 Camp Lejeune, NC 28542-0110

LICENSING CODE	RESERVE COMMANDS
M326	3 rd ANGLICO MARFORRES 801 Reeves Ave. Terminal Island, CA 90730-5992
M326A	4th ANGLICO MARFORRES 1226 Marine Drive West Palm Beach, FL 33409-6298
M327	Commanding Officer Headquarters and Service Battalion 1210 Naval Forces Court Marietta, GA 30069
M327A	Comm Co, HQSVC Bn 4 th MLG USMCR 7838 McCloud Road Greensboro, NC 27409-9634
M327B	Det 1 ELMACO, 4th Maint Bn, 4th MLG AFRC, 7838 McCloud Rd Greensboro, NC 27409
M327C	Det 1 Comm, HQSVC Bn, 4 th MLG USMCR 648 Hoosier Blvd, Grissom Air Reserve Base Peru, IN 46970-3655
M327D	Det 2 Comm, HQSVC Bn NMCRTC, 1400 Postal Rd Allentown, PA 18103
M327E	MP Co A, HQSVC Bn, 4 th MLG 151 Vo-Tech Rd. AFRC Lexington, KY 40510-1002
M327F	MP Co B, HQSVC Bn 625 E Pittsburgh/Mckeesport Blvd North Versailles, PA 15137
M327G	MP Co C, HQSVC Bn 410 N Gettysburg Avenue Dayton, OH 45417-1797
M327I	HQSVC Co, 4 th MLG USMCR 1210 Naval Forces Court Bldg 440 Marietta, GA 30069-4005

LICENSING CODE

RESERVE COMMANDS

M328	Commanding Officer 6 th Engineer Support Battalion Navy-Marine Corps Reserve Center 6735 North Basin Avenue Portland, OR 97217-3988
M328A	Engineer Co A, 6th ESB 1520 W 13th Ave, MCRC Eugene, OR 97402-3889
M328B	Engineer Co B, 6th ESB NMCRC, 1901 S Kemble Ave South Bend, IN 46613-1790
M328C	Engineer Co C, 6th ESB NMCRC, 7117 W. Plank Rd Peoria, IL 61604-5297
M328D	Bulk Fuel Co A, 6th ESB 3655 S Wilmot Rd, Tucson, AZ 85730-3259
M328E	Det 2 Bulk Fuel Co A (-), 6th ESB 4201 Chester Ave, MCRC Bakersfield, CA 93301-1198
M328F	Bulk Fuel Co B, 6th ESB NMCRC, 3920 Kirkwood Hwy Wilmington, DE 19808-5194
M328G	Det 1 Bulk Fuel, Co B (-), 6th ESB 2949 Ramada Way Green Bay, WI 54304
M328H	Bulk Fuel Co C, 6th ESB NMCRC, 1201 N 35th Ave Phoenix, AZ 85009-3398
M328I	Engineer Spt Co, 6th ESB Base Ave Battle Creek, MI 40915-1242

LICENSING CODE	RESERVE COMMANDS
M328J	Bridge Co B, 6th ESB 6th & Kendron Ave, MCRC Folsom, PA 19033-1293
M329	Commanding Officer 4 th Maintenance Battalion Navy-Marine Corps Reserve Center 6115 North Hill Circle Charlotte, NC 28213-6000
M329A	Motor T Maint Co (-), 4th Maint Bn NMCRTC, 8277 Elder Creek Rd Sacramento, CA 95828
M329B	Det 1 MTM Co (-), 4th Maint Bn Dyess AFB, 220 2nd Street Abilene, TX 79607
M329C	Det 2 MTM Co (-), 4th Maint Bn 2869 Central Ave Augusta, GA 30909
M329D	Det 3, MTM Co (-), 4th Maint Bn, 4th MLG NMCRTC, 1400 Postal Rd Allentown, PA 18103
M329E	ELMACO Det, Engr Maint Co, 4th Maint Bn NMCRC, 3026 George Washington Blvd Wichita, KS 67210
M329F	Det 2 ELMACO, 4th Maint Bn 3010 White River Parkway East Dr Indianapolis, IN 46208
M329G	Ord Maint Co, 4th Maint Bn 2100 North New Road Waco, TX 76707
M329H	Ord Contact, Ord Maint Co, 4th Maint Bn 36 MacArthur Ave, Bldg 686 Fort Devens, MA 01432

LICENSING CODE

RESERVE COMMANDS

M329I	Eng Maint Co, 4th Maint Bn 30th & Laurel Street Omaha, NE 68111
M329J	General Spt, Maint Co, 4th Maint Bn NMCRC, Rock Island Arsenal Rock Island, IL 61299
M330	Commanding Officer 4 th Supply Battalion Marine Corps Reserve Center 75 th and Warwick Boulevard Newport News, VA 23607-1595
M330A	Sup Co, 4th Supp Bn 2725 Western Blvd, NMCRTC Raleigh, NC 27606
M330B	Det 1 Medlog Co, 4th Supp Bn Box 452132 San Diego, CA 92131
M330C	Ammo Co, 4th Supp Bn 669 Perimeter Rd Greenville, SC 29605
M330D	GS Ammo Plt, 4th Supp Bn 2014 SE Washington St, Suite 3 Topeka, KS 66607
M330E	Det 2 Sup, 4th Supp Bn 814 Radford Blvd, Suites 20338, MCLB Albany, GA 31704
M330F	Det 1 Ammo Co, 4th Supp Bn 1 Shorter Ave, MCRTC Rome, GA 30161
M330G	Det 1 Sup, 4th Supp Bn 190 Poremba Ct SW, Anacostia Bldg 351 Washington, DC 20373

LICENSING CODE	RESERVE COMMANDS
M331	Commanding Officer 4 th Medical Battalion 45428 Hercules Road MCAS Miramar San Diego, California 92145-5295
M331A	Surg Co A, 4th Med Bn 625 E Pittsburgh/Mckeesport Blvd North Versailles, PA 15137
M331B	Det Ser Co A, 4th Med Bn 2101 Alcoa Highway Knoxville, TN 37920
M332	Commanding Officer 4 th Dental Battalion Marine Corps Reserve Center 1300 Gresham Road Marietta, GA 30062-4005
M333	Commanding Officer 6 th Motor Transport Battalion Marine Corps Reserve Center 338 Newman Springs Road Red Bank, NJ 07701
M333A	Bulk Fuel Plt (Rein), 6th MT Bn 2515 College Drive Texarkana, TX 75501
M333B	G/S MT Co, 6th MT Bn AFRC Fields Point Providence RI 02905
M333C	1st Truck Plt, Dir Spt, Mt Co A, 6th MT Bn 30 Woodward Ave New Haven, CT 06512
M333D	Dir Spt, Mt Co A, 6th MT Bn 9500 Armed Forces Reserve Drive, Suite 300 Orlando, FL 32827

LICENSING CODE

RESERVE COMMANDS

M333E	Bulk Fuel Plt, G/S MT Co, 6th MT Bn 5095 Range Road Las Vegas, NV 89115
M333F	6 th MTBN 4 th MLG FMF USMCR 301 East Regis St. Suite 1137 Lubbock, TX 79403-1137
M334	Commanding Officer 4 th Landing Support Battalion Marine Corps Reserve Center Naval Station Puget Sound Fort Lewis, WA 98433
M334A	B Co (Rein), 4th LSB PO Box 215 Lathrop, CA 95330
M334B	C Co (Rein), 4th LSB 2517 Vector Ave, Naval Annex Charleston, SC 29418
M334C	LSE Co (-), 4th LSB 3976 King Graves Road, Unit 90 Vienna, OH 44473
M334D	1st B&T Co (-) (Rein), 4th LSB, 4th MLG NMCRTC, 901 E Mission St San Jose, CA 95112
M334E	2d B&T Ops Co (-) (Rein), 4th LSB 62 Leonard-Neal Steet, Bldg 1281 Hunter AAF, GA 31409-4304
M334F	3d LSM Plt, 1st B&T Ops, 4th LSB 3225 Willow Pass Road, AMCRTC Concord, CA 94519
M334G	3d LSM Plt, 4th LSB Nav Sta Roosevelt Road PSC 1008 Box 3582 FPO AA, FPO AA

LICENSING CODE	RESERVE COMMANDS
M334H	2d LSM Plt, 1st & 2d BTOS, 4th LSB 2150 Burnett Blvd Wilmington, NC 28401
M334I	Headquarters, 4 th Landing Support Battalion 4 th MLG Building 9690, Box 339500 Fort Lewis, WA 98433
M334J	Det 1 Bulk Fuel, Co A (-), 6th ESB Bldg 9790, Box 33950, Millstop 105 Ft Lewis, WA 98433
M335	Commanding Officer Marine Aircraft Group 41, NAS Fort Worth JRB Building 1068 Fort Worth, TX 76127
M335A	Marine Aviation Logistics Squadron 41 (MALS-41), Det A Marine Aircraft Group 41 MCAS Miramar P.O. Box 452024 San Diego, CA 92145-2024
M335B	Marine Aviation Logistics Squadron 42 (-) (MALS-42) Marine Aircraft Group 41 1000 Halsey Avenue, NAS Atlanta Marietta, GA 30060
M335C	Marine Air Logistics Squadron 42 (MALS-42), Det B Marine Aircraft Group 41 1430 CV Tow Way Norfolk, VA 23511
M335D	Marine Air Logistics Squadron 42 (MALS-42), Det C Marine Aircraft Group 41 NAS JRB, New Orleans Belle Chasse, LA 70143
M336	Commanding Officer Marine Aircraft Group 46 P.O. Box 452024, MCAS Miramar San Diego, CA 92145

LICENSING CODE

RESERVE COMMANDS

M336A	Marine Aircraft Group 46, Det A P.O. Box 555901 Camp Pendleton, CA 92055-5901
M336B	Marine Aircraft Group 46, Det B 199 South Wolfe Ave. Edwards AFB, CA 93524
M337	Commanding Officer Marine Air Control Group 48 2205 Depot Drive, Bldg 3200, Suite 200 Great Lakes, IL 60088-3404
M337A	Marine Tactical Air Command Squadron 48 (MTACS-48) Marine Air Control Group 48 2205 Depot Drive, Bldg 3200, Suite 200 Great Lakes, IL 60088-3404
M337B	Marine Air Support Squadron 6, Det A (MASS-6) Marine Air Control Group 48 P.O. Box 452024, MCAS Miramar San Diego, CA 92145-2024
M337C	Marine Wing Communications Squadron 48 (-), Marine Air Control Group 48 2205 Depot Drive, Bldg 3200, Suite 200 Great Lakes, IL 60088-3404
M337D	Marine Air Control Squadron 24 (-) (MACS-24) Marine Air Control Group 48 1325 South Birdneck Road Virginia Beach, VA 23451
M337E	Marine Air Control Squadron 24, Air Traffic Control Det (MACS-24), Marine Air Control Group 48 Building 4243, NAS Fort Worth, JRB Fort Worth, TX 76127
M337F	Marine Air Control Squadron 24, Tactical Air Operation Center Det (MACS-24), Marine Air Control Group 48 1325 South Birdneck Road Virginia Beach, VA 23451

LICENSING CODE	RESERVE COMMANDS
M337G	Marine Air Control Squadron 23 (-) (MACS-23) Marine Air Control Group 48 Bldg 1301, Buckley AFB Aurora, CO 80011-9599
M337H	Marine Air Control Squadron 23, Tactical Air Operation Center Det (MACS-23) Marine Air Control Group 48 Buckley AFB Aurora, CO 80011-9599
M337I	Marine Air Control Squadron 23, Early Warning and Control Det (MACS-23), Marine Air Control Group 48 4700 Ocean Loop Cheyenne, WY 82009
M337J	Marine Wing Communications Squadron 48 PO Box 452024 San Diego, CA 92145-2024
M337K	HQ MASS 6 MACS 48, Westover AFB 570 Patriot Ave Box 43 Chicopee, MA 01022-1137
M338	Commanding Officer Marine Wing Support Group-47 Selfridge Air National Guard Base Mount Clemens, MI 48045-5007
M338A	Marine Wing Support Squadron 471 (-) (MWSS-471) Marine Wing Support Group 47 3201 East 62nd Street Minneapolis, MN 55450
M338B	Marine Wing Support Squadron 471 (MWSS-471), Det A Marine Wing Support Group 47 200 Aviation Drive Johnstown, PA 15902
M338C	Marine Wing Support Squadron 471 (MWSS-471), Det B Marine Wing Support Group 47, Selfridge ANG Base Mt. Clemens, MI 48045-5007

LICENSING CODE

RESERVE COMMANDS

M338D	Marine Wing Support Squadron 472 (-) (MWSS-472) Marine Wing Support Group 47 P.O. Box 24, NAS Willow Grove Willow Grove, PA 19090
M338E	Marine Wing Support Squadron 472 (MWSS-472), Det A Marine Wing Support Group 47 1118 Wyoming Avenue Wyoming, PA 18644
M338F	Marine Wing Support Squadron 472 (MWSS-472), Det B Marine Wing Support Group 47 570 Patriot Avenue, Box 43, Westover AFB Chicopee, MA 01022
M338G	Marine Wing Support Squadron 473 (-) (MWSS-473) Marine Wing Support Group 47 P.O. Box 452024, NAS Miramar San Diego, CA 92145
M338H	Marine Wing Support Squadron 473 (MWSS-473), Det A USMC Training Center, Marine Wing Support Group 47 5315 East Cassino Ave. Fresno, CA 93720
M338I	Marine Wing Support Squadron 473 (MWSS-473), Det B Marine Wing Support Group 47 JRB Bldg. 1410, NAS Ft. Worth Ft. Worth, TX 76127-5000
M339	Commanding Officer Marine Corps Detachment United States Army Air Defense Center Attn: ATSA-CS-MC 2 Sheridan Road Fort Bliss, TX 79916-3802
M340	Commanding Officer Marine Aircraft Group 49, Det A 1 San Diego Loop, Bldg 3198, NAF Washington Andrews AFB, MD 20762-5518

LICENSING CODE

RESERVE COMMANDS

M340A

Marine Aircraft Group 49, Det B
10 McDonald Street, Stewart ANGB
Newburgh, NY 12550

APPENDIX D

DEFINITIONS

D-1. GENERAL. The following definitions are organized according to subject area.

D-2. VEHICLE TYPES. OF 346 Operator's Permits differ according to the type of vehicle(s) which an applicant is qualified to operate. The following general definitions apply to the various classifications of vehicles and types of equipment.

a. Commercial Vehicles. Standard commercial production models that have no military design features. These vehicles are normally used to provide logistics and administrative support

b. Tactical Vehicles. Vehicles of military design or with military design features, whose primary mission is combat or combat support. These include the following categories of vehicles:

- (1) Wheeled
- (2) Full-Track
- (3) Amphibious
- (4) Trailers and semi-trailers.

c. General-Purpose Vehicles. Tactical or commercial vehicles, including associated trailers, whose primary mission is to accomplish general logistics support including the following:

- (1) Transportation of personnel, equipment, cargo and supplies.
- (2) Towing Artillery
- (3) Towing trailers and/or semi-trailers

d. Special-Purpose Vehicles. Tactical wheeled vehicles with special bodies or specially mounted equipment. The chassis of such a vehicle is normally identical to a general-purpose vehicle of the same size, except for minor alterations. Operators of special purpose vehicles have additional licensing requirements if the special bodies or specially mounted equipment require extra training or skills to be operated safely. If the design alteration of the vehicle does not significantly affect the vehicle's performance or handling, there is no need for the operator to be specially licensed for that vehicle. For example, communication vehicles are not licensed as special purpose vehicles. Special purpose vehicles requiring additional training are:

- (1) Ambulances
 - (2) Telephone/Utility Maintenance Vehicles
 - (3) Wreckers
 - (4) Dumps
 - (5) Mine Resistant Ambush Protected (MRAP) Vehicles; Cat I, Cat II, Cat III
 - (6) Joint Rapid Response Vehicles and Security Vehicles
- e. Emergency Vehicles. Any vehicles with siren and warning lights.
- f. Heavy Vehicles. Vehicles over 7.1 ton off-road capacity.
- g. Medium Vehicles. Vehicles 2-1/2 ton to 7.1 ton off-road capacity.
- h. Light Vehicles. Vehicles of less than 2-1/2 ton off-road capacity.
- i. Articulated Vehicles. Dual-bodied, multi-wheeled vehicles capable of cross-country operation over all types of terrain.
- j. Full Trailer. Any motor vehicle, with or without motive power, designed to be towed by another motor vehicle and so constructed that no part of its weight except the towing device rests upon the towing vehicle. A semi-trailer equipped with an auxiliary front axle (dolly) shall be deemed a “full trailer”.
- k. Experimental and/or Developmental Vehicles. Any tactical wheeled vehicle being developed or evaluated for potential future use and fielding to Marine Corps Operational Forces.

D-3. CIVILIAN APPLICANTS. Civilians who drive either full-time or part-time for the Marine Corps are required to obtain an OF 346 through a Marine Corps licensing office. Civilian applicants are classified as follows:

- a. Federal Employees. Federal employees are those who have won their jobs through competitive examination under the rules and regulations established by the Office of Personnel Management.
- b. Non-Federal Employees/Contractors. A non-federal civilian employee/contractor is one who has been hired/contracted directly by the Marine Corps, rather than holding an OPM appointment. This category includes many civilian workers hired through a contract to an outside civilian firm, casual employees, and emergency (temporary) employees.
- c. Motor Vehicle Operator. One whose main duties involve driving a vehicle.

d. Incidental Operator. Is any licensed motor vehicle operator that does not have the 353X military occupational specialty (MOS).

D-4. REMEDIAL PROCEDURES. Remedial procedures are defined as actions that affect an applicant's licensing status after an OF 346 has been issued, denied, or revoked. Remedial procedures include the following types:

- a. Revocation. Canceling of an applicant's OF 346.
- b. Suspension. Confiscation of an individual's OF 346 for a specified period of time. Retesting is not required prior to reissuing a suspended OF 346 unless the individual's commanding officer requests it or when the suspension last a year or longer.
- c. Reinstatement. Reissue of an OF 346 to an individual whose license was suspended.
 - (1). Issue a new license IAW Chapter 3, for an applicant who has had their license revoked
- d. Fraudulent Application. An application in which the applicant did not admit to previous violations or accidents that subsequently is reported in a Drivers History Report, a state clarification letter, or other source.

D-5. MISCELLANEOUS DEFINITIONS.

- a. Issuing Official. This is the individual designated by the Commander, in writing, who holds the license code. Only those organizations listed in Appendix C are authorized to appoint Issuing Officials. This individual signs the front of the OF 346 in the block titled "Issuing Official". The issuing official may be an SNCO, Officer or civilian employee serving in that capacity.
- b. Licensing Examiner. The license examiner responsibilities are defined in references MCO 1200.17 (MOS Manual) and NAVMC 3500.39 (Training and Readiness Manual). License examiners are appointed in writing by the Issuing Official. All examiners are required to hold 35XX MOS, required rank of CPL-GySgt or civilian employee serving in that capacity. Any federal employee or DoD Contractor that is employed with the Marine Corps in support of a licensing program may be license examiners. Commanders will ensure that all license examiners attend formal school to obtain skill designator 3538 within 6 months of appointment. The license examiner will sign in qualifying official block on the OF 346.

NOTE:

The Licensing Officer/Issuing Official and the Licensing Examiner will not be the same individual.

- c. License NCO. Appointed in writing by the issuing official. Duties include training, evaluation and testing of applicants. The license NCO MUST be qualified and licensed

on equipment that the training is being conducted on. Any federal employee or DoD contractor that is employed with the Marine Corps in support of a licensing program maybe a Licensing NCO.

d. License Instructor. Assists in the instruction and training of applicants. This individual is not authorized to conduct testing and evaluation of applicants. The license instructor must be qualified and licensed on equipment that training is being conducted on.

e. Hazardous Materials. A substance or material determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce.

f. License Upgrade. A license upgrade is a request to obtain a license of a different VEHICLE TYPE/CAPACITY larger or different type of vehicle to include specialty trailers currently possessed by the applicant.

g. Motorcycle Safety Foundation (MSF) Card. An MSF card is issued to the trained operator of the MI030M1 motorcycle. This card identifies an individual has completed the basic motorcycle safety course and the operator has been through a approved MILMO course for either street/shop use or the two-week off road course, which covers both off road and hard surface operation of the motorcycle.

APPENDIX E

REQUIRED MATERIAL & EQUIPMENT

E-1. GENERAL. The following materials and equipment are required for the operation of a licensing office. These are the only materials authorized for training and licensing of operators. Table E-1 lists the minimum required forms to be maintained by the licensing office.

E-2. DRIVER'S SKILL AND ROAD TESTING. Skills and road testing described in Chapter 4 requires the following equipment:

- a. Thirty-two stanchions. Tall enough to be visible in a tractor-trailer rearview mirror.
- b. One loading dock or equivalent mock-up. Four to six additional stanchions may be needed as mock-up.

E-3. WRITTEN TESTS. Written tests to support the testing of drivers will be provided by the Marine Corps Detachment, Fort Leonard Wood, Missouri and the Marine Corps Detachment, Goodfellow Air Force Base, TX. This will allow centralized distribution and standardization of testing materials. Only licensing officers and issuing officials are authorized to request the tests from the addresses listed below:

Director
Motor Transport Training & Education Center of Excellence
Marine Corps Detachment
692 Minnesota Avenue
Fort Leonard Wood, Missouri 65437-8963
<http://mcdetflw.tecom.usmc.mil/MTIC/MT.asp>
Telephone: DSN 581-8638 or Commercial (573) 596-8638

Commanding Officer
Marine Corps Detachment
Goodfellow Air Force Base
San Angelo, TX 76902
For P19 information
Telephone: DSN 477-5085 or commercial (915) 654-5085

E-4 VISION TESTING EQUIPMENT. If the processing Licensing Office does not have access to a Naval hospital or have the equipment available, the Issuing Office should purchase the materials required via their supply system.

Nomenclature	NSN
OPTEC 2300 Armed Forces Vision Tester (AFVT)	6540-01-375-9031
Ishihara Test Charts/Color Blindness Tests 14 Plate Book	OPEN PURCHASE

If ordering assistance is needed for eye testing materials, please contact the Licensing SNCOIC at Fort Leonard Wood, Mo., Comm (573) 596-8636 or DSN 581-8636.

Table E-1. Required Forms

REQUIRED FORMS	NAME OF FORM	UNIT OF ISSUE
NAVMC 10964 0000-00-006-5484	Application for OF 346	Sheet (200)
NAVMC 10965 0000-00-006-5500	Skill and Road Test Score	Sheet (500)
NAVMC 10969 0000-00-006-5740	Driver's Physical Examination	Sheet (100)
NAVMC 10627 0000-00-006-1533	Vehicle and Equipment Operational Record	Pad
OF 346 7540-00-634-3999	U.S. Government Motor Vehicle Operator's Identification Card	Each (500)
OF-345 7540-00-634-4000	Physical Fitness Inquiry for Motor Vehicle Operators	Sheet (500)

APPENDIX F**INCIDENTAL MOTOR VEHICLE OPERATORS**

F-1. PURPOSE. This appendix provides instructions and procedures for training and licensing incidental HMMWV operators developed by the Motor Transport Community establishing standards for the conduct of home station, predeployment, and sustainment training. The new training continuum more clearly defines HMMWV driver training progression by combining existing requirements with newly defined training standards and required sustainment intervals.

F-2. RESPONSIBILITIES

a. Training and Education Command.

(1). Motor Transport Training and Education Center of Excellence (MTTECOE). Maintain and publish to the Motor Transport Instruction School website ([HTTP://MCDetFLW.TECOM.USMC.MIL/MTIC/MT.ASP](http://MCDetFLW.TECOM.USMC.MIL/MTIC/MT.ASP)) the following:

A. Student and driver logbooks.

B. Lesson plans for Incidental Motor Vehicle Operator Phase (IMVOL) and Advanced Tactical Motor Vehicle Operator courses (ATMVO) Training Phase

b. Marine Expeditionary Forces/Major Subordinate Commands, Marine Forces Reserve, and all licensing authorities will comply with the following:

(1) Management and supervision of incidental operator enrollment, instruction, licensing, and sustainment training programs will be the responsibility of the parent MSC in accordance with all applicable orders and directives.

(2) Ensure student and driver logbooks are maintained on all vehicle operators.

(3) Train to standards listed in Table F-1 utilizing lesson plans posted to the MTTECOE website new IMVO and new ATMVO:
([HTTP://MCDetFLW.TECOM.USMC.MIL/MTIC/MT.ASP](http://MCDetFLW.TECOM.USMC.MIL/MTIC/MT.ASP))

(4) Ensure operator's complete Advanced Tactical Motor Vehicle Operator training listed in Table F-2 and maintain sustainment training as listed in Table F-3 to maintain proficiency.

F-3. INCIDENTAL MOTOR VEHICLE OPERATOR TRAINING STANDARDS (IMVO).

a. The first phase of training for an incidental operator is completion of the Incidental Motor Vehicle Operator course by utilizing the TECOM College of Continuing Education/Distance Learning (CCE/DL) web-based course or Ground School Training course utilizing lesson plans from Motor Transport Instruction Companies website.

(1) The student must be recertified if more than 90 days lapse between the IMVO course certification and commencement of the IMVOL course.

b. Phase two consists of completion of the Incidental Motor Vehicle Operator Licensing (IMVOL) driving course which is the practical application phase required to obtain a license.

(1) The student operator must master the requisite T&R events, Table F-1 and fulfill the minimum distance requirements in Chapter 3, Table 3-1.

(2) Upon satisfactory completion of the specified requirements, defined in Table F-1, student drivers will be issued an OF 346 (vehicle operator license) and a driver's logbook to be maintained throughout the Marines or DOD civilian's career as an incidental operator.

(3) Completion of this phase of training satisfies the requirements for Block 1 of the predeployment training program.

Table F-1 Incidental Motor Operator Training Events

TASK	DESCRIPTION
IMVOC.01.02	Operate M series vehicle on road
IMVOC.01.03	Operate M series vehicle off road
IMVOC.01.04	Operate M series vehicle in administrative movement
IMVOC.01.05	Operate M series vehicle in limited vision conditions
IMVOC.01.07	Operate M series vehicle with towed load
IMVOC.01.11	Conduct self recovery with M series vehicle
IMVOC.01.13	Flat tow vehicle
IMVOC.01.16	Perform emergency repairs
IMVOC.01.17	Ensure cargo is properly loaded
IMVOC.02.01	Perform PVNTV Maint checks/services on M series vehicles
IMVOC.02.02	Perform PVNTV Maint checks/services on M series trailers
IMVOC.05.06	Operate M series vehicle with night vision goggles
IMVOC.05.07	Prepare Motor Transport forms and records
IMVOC.05.08	Familiarization with rollover prevention & reaction

F-4 ADVANCED TACTICAL MOTOR VEHICLE OPERATOR TRAINING STANDARDS (ATMVO)

- a. The newly licensed operator (as well as MOS qualified operators) is required to complete the ATMVO course. All operators must master the ATMVO T&R events listed in Table F-2.
- b. Completion of this phase of training satisfies the requirements for block 2 of the predeployment training program.

Table F-2 Advanced Tactical Motor Vehicle Operator Training Events

TASK	DESCRIPTION
ATMVO.05.01	Operate armored M series vehicle on road in administrative movement
ATMVO.05.02	Operate armored M series vehicle off road
ATMVO.05.03	Operate armored M series vehicle with towed load
ATMVO.05.04	Operate armored M series vehicle with up armor in a tactical convoy
ATMVO.05.05	Operate armored M series vehicle in a evasive/defensive manner
ATMVO.05.06	Operate armored M series vehicle in conditions of limited visibility
ATMVO.05.08	Armored M series vehicle familiarization with rollover prevention & reaction
ATMVO.05.09	Operate armored M series vehicle in conduct of flat tow of armored M series vehicle

F-5 SUSTAINMENT REQUIREMENTS

a. After receipt of OF 346, all operators will sustain basic skills and required to complete periodic sustainment training by operating vehicles under specific conditions. Failure to maintain currency will result in suspension of the OF 346. Training will be annotated on the Drivers Log, Figure A-13, Appendix A and reported to the authorized licensing unit for verification. The Motor Transport Training and Readiness (T&R) Manual, has been established to ensure sustainment of basic skills. This training satisfies the requirements for block 5 of the predeployment training program:

Table F-3 Sustainment Training Requirements

SUSTAINMENT TASK	INTERVAL
Operate M series vehicle on road	Semi-annual
Operate M series vehicle off road	Semi-annual
Operate M series vehicle in limited vision conditions on road at night	Semi-annual
Operate M series vehicle in limited vision conditions off road at night	Semi-annual
Operate M series vehicle with night vision goggles	Semi-annual
Operate M series vehicle with towed load	Semi-annual

APPENDIX G**GLOSSARY**

ATMVO	Advanced Tactical Motor Vehicle Operator
ATV	All Terrain Vehicle
DIC	Driver's Improvement Course
DL	Distance Learning
DoD	Department of Defense
DUI	Driving Under the Influence
DWI	Driving While Impaired
ECV	Expanded Capacity Vehicle
EET	Engineer Equipment Trailer
ERO	Equipment Repair Order
EVOC	Emergency Vehicle Operator's Course
FAM	Family of Vehicles
FLC	Formal Learning Center
FPM	Federal Procurement Manual
GED	General Education Diploma
GME	Garrison Mobile Equipment
GSA	General Services Administration
HMMWV	High Mobility Multipurpose Wheeled Vehicle
IDC	Independent Duty Corpsman
IFAV	Interim Fast Attack Vehicle
IKPT	Instructor and Key Personnel Training
IMVOL	Incidental Motor Vehicle Operator Licensing
ISO	International Organization of Standards
ITS	Individual Training Standards
ITV	Internally Transportable Vehicle
JNLWD	Joint Non-Lethal Weapons Director
LVS	Logistics Vehicle System
LVS	Logistics Vehicle System Replacement
MAK	Marine Armor Kit
MARCORSYSCOM	Marine Corps Systems Command
MAS	MTVR Armor System
MCCSSS	Marine Corps Combat Service Support Schools
MCO	Marine Corps Order
MCTFS	Marine Corps Total Forces System
MCWL	Marine Corps Warfighting Lab
METL	Mission Essential Task List
MILMO	Military Motorcycle
MOS	Military Occupational Specialty
MRAP	Mine Resistant Ambush Protected
MSF	Motorcycle Safety Foundation
MTTECOE	Motor Transport Training & Education Center Of Excellence
MTVR	Medium Tactical Vehicle Replacement

GLOSSARY (Continued)

N/A	Not Applicable
NAVMC	Navy-Marine Corps
NAVSEA	Naval Sea Systems Command
NET	New Equipment Training
OEM	Original Equipment Manufacture
OPM	Office of Personnel Management
OPNAVINST	Operational Navy Instruction
OQR	Officer Qualification Record
PMCS	Preventative Maintenance Checks and Services
TAMCN	Table of Authorized Material Control Number
TM	Technical Manual
TT	Tractor Trailer
UD	Unit Diary
VR	Motor Vehicle Records Check
WON	Work Order Number